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Lending
AMS INSTRUCTION 208-1

UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service Washington, D.C. 20250

Rev. 1

ACTION BY:

All Divisions and Offices

# Forms Management Program

## T PURPOSE

This Instruction:

A Describes the Forms Management Program in the Agricultural Marketing Service (AMS) and the Packers and Stockyards Administration (P&SA).

 $\,\,$  B  $\,$  Assigns responsibilities for forms management and control and for the issuance and maintenance of the AMS and P&SA Forms Catalogs.

#### TT POLICY

A The Forms Management Program is designed to achieve maximum efficiency and economy in the promulgation and use of forms in AMS and P&SA by:

- l Providing a single forms development and issuance system to assure that each form meets a basic requirement of an approved operating procedure, that it serves its purpose efficiently and effectively, and that it is printed and distributed economically.
  - 2 Using standardized forms whenever possible.
- 3 Designing forms to improve usability and appearance and simplify their completion.
  - 4 Coordinating forms with the Instructions governing their use.
- 5 Considering an entire operation in designing forms for any particular activity, to assure that the best possible work methods are applied.
- 6. Placing a form in use only after appropriate review and clearance, unless the form is specifically exempted.

DISTRIBUTION: A,M,O,S,P

MANUAL MAINTENANCE INSTRUCTIONS: Rev. to incorporate AMS Instr. 208-4 and add P&SA forms management. Remove AMS Instrs. 208-1 (2-19-74) and 208-4, Rev. 1 (8-8-75). File this Instr.

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- 7 Maintaining a continuing review and analysis of forms to eliminate unnecessary or obsolete forms, combine similar or related forms, and coordinate related forms to facilitate transcription from one to another.
- 8 Encouraging the use of form letters, as appropriate, in lieu of individually typed letters.
- B Instructions for the use of agency forms shall be published in administrative directives. Whenever practicable, instructions for completing a form shall be incorporated into the body of the form.

#### III DEFINITIONS

- A Form. A printed or otherwise duplicated document which contains blank spaces for the insertion of variable information and which is used as a medium of communication. Certain printed items without fill-in space (e.g., contract provisions, instruction sheets, tags, labels, posters, etc.) may be considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, and use with other forms.
- B Agency Form. A reproduced form (including form letters) developed for use within AMS or P&SA. (The term does not include items such as internal routing slips or temporary, nonrecurring work sheets used for an individual project.)

# C Standardized Form.

- 1 A form originated by one Government agency for use by other Government agencies (e.g., Standard Form (SF), Civil Service Commission (CSC), and General Services Administration (GSA) forms, etc.).
- 2 Forms with the prefix "AD" promulgated by Department Staff Offices for use by agencies in the Department.
- Agency forms promulgated for use by one or more AMS or P&SA Divisions.
- D New Form. A newly created form designed to serve a purpose for which a form had not previously existed.

(III)

- E Revised Form. An agency form which is not identical to the previously approved version of such form.
- F Rerun Form. A previously approved version of a form reproduced without change.

### IV RESPONSIBILITIES

- A The Forms Management Staff, Paperwork Planning and Systems Branch, Administrative Services (AS) Division, shall:
  - 1 Administer the Forms Management Program in AMS and P&SA.
- 2 Establish and maintain standards, guides, and principles governing the design of agency forms.
- 3  $\,$  Provide a continuing analysis of forms used by AMS or P&SA to achieve maximum efficiency in use.
- 4 Furnish necessary assistance to initiating Divisions and offices in regard to the design and reproduction of forms.
- 5 Review requests for proposed new, revised, or rerun forms and obtain any additional clearances needed.
- Advise AMS Divisions concerning clearance of public use forms which require approval by the Office of Management and Budget (OMB) under the Federal Reports Act of 1942, and provide liaison between the originator and the Statistical Reporting Service, Standards and Research Division, in obtaining OMB clearance. (See AMS Instruction 208-2, Clearance of Plans and Report Forms for Use in Requesting Data From the Public.)
- 7 Obtain clearance from the Technical Services Division, Automated Data Systems Group, for forms to be used in connection with automated data processing systems.
  - 8 Furnish forms analysis and design service by:
    - a Consolidating related or similar forms whenever possible.
    - b Eliminating forms no longer required.
    - c Coordinating related forms to facilitate transcription from one to another.

# (IV A 8)

- d Improving the content and usability of forms.
- e Advising on the most efficient and economical type of form for the purpose intended.
- f Assuring that current forms information is reflected in the Instructions governing their use.
- 9 Prevent the reproduction of obsolete forms or those for which a change is pending.
  - 10 Assign identification numbers to approved agency forms.
- 11 Maintain as a central reference source a numerical file containing a complete history of each agency form.
- 12 Maintain a functional file of agency and Department (AD) forms, classified by function and subject.
- Maintain a control log listing current agency forms and their assigned functional codes, as well as obsolete agency forms.
- 14 Review agency administrative directives governing the use of individual forms and provide updating information to the Directives Management Staff as appropriate.
- 15 Determine, in cooperation with the Property and Procurement Branch, AS Division, that requests for quantities of forms are in line with AMS procurement policy.
  - Maintain records regarding obsolete agency forms for 5 years.
  - B AMS Division Directors and the Industry Analysis Staff, P&SA, shall:
- Submit all agency forms to the Forms Management Staff, Paperwork Planning and Systems Branch, AS Division, for review and clearance before the forms are reproduced.
- 2 Notify the Forms Management Staff, Paperwork Planning and Systems Branch, AS Division, of agency forms superseded or made obsolete and recommend disposition of existing stocks of such forms.

(IV B)

- 3 Maintain a continuing review of forms developed and used by their organizations (including field offices) to:
  - a Assure that the best possible work methods are being applied.
  - b Determine the need for revising, simplifying, standardizing, or discontinuing forms.
  - c Keep to a minimum the number of copies required of each form.
  - 4 Request replenishment of forms used solely by the Division.
- 5 File negatives returned from the printing plant. (Camera copy of forms inadvertently received shall be sent to the Forms Management Staff, Paperwork Planning and Systems Branch, AS Division.)

# C Field Office Supervisors shall:

- 1 Notify the Division Administrative Officer or Administrative Officer, P&SA, when a new agency form is required or a revision of an existing agency form would facilitate their work. Submit a rough sketch of the proposed new form, or a copy of the current one showing the suggested change, accompanied by an appropriate explanation.
- 2 Requisition forms as outlined in AMS Instruction 240-1, PART SIX, Requisitioning and Stocking Forms.
- V REQUESTS FOR DESIGN AND CLEARANCE OF AGENCY FORMS

# A New or Revised Agency Forms.

- 1 When a new or revised form is required, the Division or Office concerned shall:
  - a Submit to the Forms Management Staff, Paperwork Planning and Systems Branch, AS Division, a rough sketch of the proposed form or a copy of the current form marked with the desired changes, together with a copy of the existing or proposed Instruction prescribing the use of the form; or
  - b Discuss the need for a new or revised form with the Forms Management Staff, at which time a sketch of the proposed form can be developed.

(V A)

2 After necessary approvals are obtained, the Administrative Officer shall prepare Form AD-270, Request for Reproduction Service, and forward it to the Forms Management Staff, Paperwork Planning and Systems Branch, AS Division. Attach Form AMS-307, Distribution Schedule, and/or mailing labels showing names and addresses of consignees, as appropriate.

# B Reruns. Administrative Officers shall:

- 1 Prepare Form AD-270 and forward it to the Forms Management Staff, Paperwork Planning and Systems Branch, AS Division. Attach the negative of the current form if available.
  - 2 Attach Form AMS-307 and/or mailing labels as appropriate.

## VI FORM NUMBERS

Agency forms shall be numbered in numerical sequence. Each series shall begin with "1", and shall be prefixed with the appropriate symbol as follows:

Symbol Organizational Unit								
	Agricultural Marketing Service							
AMS	Office of the Administrator							
AMS	Administrative Services Division							
AMS	Federal-State Marketing Improvement Program							
AMS	Financial Services Division							
AMS	Information Division							
AMS	Personnel Division							
AMS	Technical Services Division							
CN	Cotton Division							
DA	Dairy Division							
FV	Fruit and Vegetable Division							
GR	Grain Division							
LS	Livestock Division							
PY	Poultry Division							
TB	Tobacco Division							
TW	Transportation and Warehouse Division							
P&SA	Packers and Stockyards Administration							

#### VII AMS AND P&SA FORMS CATALOGS

The Forms Management Staff, Paperwork Planning and Systems Branch, AS Division, shall issue the AMS and P&SA Forms Catalogs as desk supplements to this Instruction. Copies of the catalogs shall be sent to all offices for use in requisitioning forms and reviewing stocks of forms to dispose of obsolete forms.

# A <u>Content</u>. The forms catalogs for AMS and P&SA shall contain:

- l Numerical lists of all forms used by AMS and P&SA to obtain or furnish information either internally or externally, grouped by issuing agencies or Divisions.
  - 2 The title of each form, exactly as it is printed on the form.
  - 3 The date of the latest edition of the form.
  - 4 The unit of issue.
  - 5 The level of use (Washington, field, or both).
  - 6 The sources from which supplies of forms may be ordered.
  - 7 The Instruction prescribing the use of the form.

# B Maintenance and Use.

1 The Forms Management Staff, Paperwork Planning and Systems Branch, AS Division, shall keep the AMS and P&SA Forms Catalogs current by issuing Supplements as needed.

# 2 Divisions and Offices shall:

- a File the Forms Catalogs with this Instruction for ready reference by office personnel.
- b Keep their copy of the Catalogs current by making changes as indicated in the Supplements.
- c Order forms from sources listed in the Catalogs, in accordance with AMS Instruction 240-1, Procurement of Supplies, Equipment, Forms, and Services.

AMS INSTRUCTION 208-1 Rev. 1

(VII)

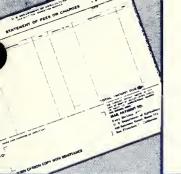
- C Additional Copies. Additional copies of the AMS or P&SA Forms Catalogs needed for desk use may be obtained as follows:
  - Field Offices order from Administrative Officers.
- 2 Administrative Officers order from Communications and Operations Branch, AS Division, AMS.

Irving W. Thomas

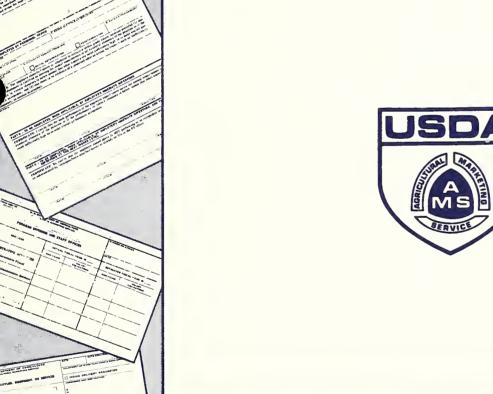
Deputy Administrator, Management

Iwing W. Thomas

Attachments



# FORMS CATALOG



U. S. DEPARTMENT OF AGRICULTURE

AGRICULTURAL MARKETING SERVICE

**MAY 1976** 



# UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE

TO: All AMS Forms Catalog Holders

May 1, 1976

FROM: Administrative Services Division, AMS

SUBJECT: Change List to AMS Forms Catalog dated May 1976.

Transmitted herewith is the revised AMS Forms Catalog. The Changes are summarized below. Destroy any editions of forms which are designated to be destroyed.

FORM NO.	NATURE OF CHANGE	FORM NO.	NATURE OF CHANGE	FORM NO.	NATURE OF CHANGE
AGRICULTUR	AL MARKETING SERVICE (AMS)	ARICULTURAL	MARKETING SERVICE (AMS) CONT'D	COTTON DIVI	SION FORMS (CN) CONT'D
AMS-3	Revised; destroy all editions	AMS-201-15	Added to listing	CN-220-1	Obsolete; destroy all editions
AMS-15	Revised: destroy all editions	AMS-201-16	Added to listing	CN-223	Revised; use up all previous editions
AMS-17	Obsolcte; destroy all editions	AMS-201-20	Added to listing	CN-229	Revised; use up previous editions
AMS-21	Added to listing	AMS-201-21	Added to listing	CN-235	Revised: destroy previous editions
AMS-22	Added to listing	AMS-201-22	Added to listing	(El Paso)	, , , , , , , , , , , , , , , , , , , ,
AMS-23-1	Added to listing	AMS-203	Added to listing	CN-237	Revised: use up previous editions
AMS-23-2	Added to listing	AMS-204	Added to listing	CN-239	Obsolete: destroy all editions
AMS-23-3	Added to listing	AMS-209	Added to listing	CN-241	Obsolete, destroy all editions
AMS-23-4	Added to listing	AMS-248	Revised: use up previous editions	CN-243	Revised: use up all previsou editions
AMS-23-5	Added to listing	AMS-296	Obsolete: destroy all editions	CN-284	Obsolete; destroy all editions
AMS-23-6	Added to listing	AMS-301	Revised, use up previous editions	CN-325	Obsolete: destroy all editions
AMS-23-7	Added to listing	AMS-305	Obsolete: destroy all editions	CN-327	Revised: use up previous editions
AMS-23-8	Added to listing	AMS-315	Obsolete: destroy all editions	CN-328	Revised; use up previous editions
AMS-23-9	Added to listing	AMS-318	Obsolete: destroy all editions	CN-351-12	Obsolete: destroy all editions
AMS-23-10	Added to listing	AMS-319	Obsolete: destroy all editions	CN-362-1	Obsolete: destroy all editions
AMS-24-1	Obsolete: destroy all editions	AMS-386	Obsolete: destroy all editions	CN-362-3	Revised: use up previous editions
AMS-24-3	Obsolete: destroy all editions	AMS-387-1	Obsolete: destroy all editions	CN-385	Obsolete: destroy all editions
AMS-24-4	Obsolete: destroy all editions			CN-386	Obsolete: destroy all editions
AMS-24-5	Obsolete: destroy all editions	AMS-390	Obsolete: destroy all editions	CN-422	Obsolete: destroy all editions
AMS-24-6		AMS-402-1	Revised: use up previous editions	011-722	considere, destroy all cuttions
AMS-24-6 AMS-24-7	Obsolete: destroy all editions	AMS-403	Obsolete: destroy all editions	DAIRY DIVIS	ION FORMS (DA)
	Obsolete: destroy all editions	AMS-405	Obsolete: destroy all editions	DAIR I DIVIS	TOTAL CRAIS (DA)
AMS-24-9	Obsolete: destroy all editions	AMS-457	Added to listing	DA-1	Obsolete: destroy all editions
AMS-24-11	Obsolete: destroy all editions	AMS-518	Obsolete; destroy all editions	DA-3	Revised: use up previous editions
AMS-24-13	Obsolete: destroy all editions	AMS-542	Revised: use up previous editions	DA-3-1	Obsolete: destroy all editions
AMS-24-14	Obsolete: destroy all editions	AMS-547	Revised, use up previous editions	DA-9	Revised: use up previous editions
AMS-24-15	Obsolete: destroy all editions	AMS-550-3	Revised; destroy all editions	DA-126a	Obsolete: destroy all editions
AMS-24-16	Obsolete: destroy all editions	AMS-551	Obsolete: destroy all editions	DA-131a	Obsolete; destroy all editions
AMS-24-17	Obsolete: destroy all editions	AMS-560	Obsolete: destroy all editions	DA-133	Obsolete; destroy all editions
AMS-24-17a	Obsolete: destroy all editions	AMS-561	Revised, destroy preivous editions	DA-136a	Obsolete; destroy all editions
AMS-24-18	Obsolete, destroy all editions	AMS-644	Revised; use up previous editions	DA-139-3	Obsolete; destroy all editions
AMS-24-20	Obsolete: destroy all editions	AMS-859	Obsolete: destroy previous editions	DA-136	Revised; use up previous editions
AMS-24-21	Obsolete: destroy all editions	AMS-861	Obsolete; destroy previous editions	DA-149a	Obsolete: destroy all editions
AMS-24-23	Obsolete: destroy all editions	AMS-863	Obsolete: destroy previous editions	DA-151-1	Revised: destroy previous editions
AMS-24-27	Obsolete: destroy all editions	AMS-957	Obsolete: destroy previous editions	DA-151-3	Revised: destroy previous editions
AMS-24-29	Obsolete: destroy all editions			DA-151-5	Revised: destroy previous editions
AMS-24-30	Obsolete: destroy all editions	COTTON DIVISI	ON FORMS (CN)	DA-151-6	Revised: destroy previous editions
AMS-24-31	Obsolete: destroy all editions			DA-161	Obsolete: destroy all editions
AMS-24-33	Obsolete, destroy all editions	CN-19	Obsolete: destroy all editions	DA-180	Obsolete: destroy all editions
AMS-24-45	Obsolete: destroy all editions	CN-23-1	Obsolete; destroy all editions	DA-188	Obsolete: destroy all editions
AMS-25	Obsolete: destroy all editions	CN-36-1	Obsolete: use up previous editions	DA-214a	Obsolete: destroy all editions
AMS-26	Obsolete: destroy all editions	CN-36-2	Obsolete: use up previous editions	1	obsolete, destroy an editions
AMS-28	Obsolete: destroy all editions	CN-36-3	Obsolete: use up previous editions	1	
AMS-28-1	Obsolete: destroy all editions	CN-36-4	Obsolete; use up previous editions	FRUIT AND V	EGETABLE DIVISION FORMS (FV)
AMS-29	Obsolete: destroy all editions	CN-36-5	Obsolete; use up previous editions	D11.0	01 1 1 11 11 11
AMS-31	Added to listing	CN-36-6	Obsolete: use up previous editions	FV-3a	Obsolete; destroy all editions
AMS-32	Added to listing	CN-36-7	Obsolete: use up previous editions	FV-5	Added to listing
AMS-33	Obsolete:, destroy all editions	CN-36-8	Obsolete: use up previous editions	FV-14	Obsolete; destroy all editions
AMS-34	Obsolete: destroy all editions	CN-36-9	Obsolete: use up previous editions	FV-15-1	Obsolete; destroy all editions
AMS-34-1	Obsolete: destroy all editions	CN-36-10	Obsolete: use up previous editions	FV-16-1	Obsolete; destroy all editions
AMS-51	Revised; use up previous editions	CN-36-11	Obsolete; use up previous editions	FV-17	Obsolete: destroy all editions
AMS-69	Added to listing	CN-36-12	Obsolete; use up previous editions	FV-18	Revised: destroy all editions
AMS-84	Revised: use up previous editions	CN-36-13	Obsolete; use up previous editions	FV-26	Obsolete: destroy all editions
AMS-86	Obsolete: uestroy all editions	CN-36-14	Obsolete; use up previous editions	FV-27	Added to listing
AMS-92	Obsolete: destroy all editions	CN-36-15	Obsolete; use up previous editions	FV-27-1	Added to listing
AMS-128	Obsolete: destroy all editions	CN-36-16	Obsolete; use up previous editions	FV-34	Obsolete: destroy all editions
AMS-165	Added to listing	CN-36-17	Obsolete; use up previous editions	FV-38-3	Obsolete: destroy all editions
AMS-170	Revised; use up previous editions	CN-36-19	Obsolete; use up previous editions	FV-39	Revised; destroy all editions
AMS-183-13	Revised; use up previous editions	CN-36-20	Obsolete: use up previous editions	FV-43	Obsolete: destroy all editions
AMS-183-18	Revised: use up previous editions	CN-36-21	Obsolete: use up previous editions	FV-43-1	Obsolete: destroy all editions
AMS-183-25	Added to listing	CN-36-22	Obsolete: use up previous editions	FV-43-2	Obsolete: destroy all editions
AMS-201-1	Added to listing	CN-36-23	Obsolete: use up preivous editions	FV-47	Obsolete: destroy all editions
AMS-201-3	Added to listing	CN-36-24	Obsolete: use up previous editions	(Export)	
AMS-201-4	Added to listing	CN-50	Revised; use up previous editions	FV-49	Obsolete: destroy all editions
AMS-201-5	Added to listing	CN-51	Revised: use up previous editions	FV-57	Obsolete: destroy all editions
AMS-201-6	Adoed to listing	CN-54	Obsolete; destroy previous editions	FV-58-1	Obsolete; destroy all editions
AMS-201-7	Added to listing	CN-66	Obsolete: destroy all previous editions	FV-60	Revised; use up previous editions
AMS-201-8	Added to listing	CN-72	Revised: use up previous editions	FV-69	Obsolcte: destroy all editions
AMS-201-9	Added to listing	CN-73	Revised; use up previous editions	FV-70	Added to listing
AMS-201-10	Added to listing	CN-86	Obsolete: destroy all editions	FV-72	Added to listing
AMS-201-11	Added to listing	CN-90	Obsolete: destroy all editions	FV-80	Added to listing
		CN-120	Obsolete; destroy all editions	FV-81	Added to listing
		CN-122	Obsolete: destroy all editions Obsolete: destroy all editions	FV-89 FV-91	Revised: destroy all editions Obsolete: destroy all editions
		CN-220			

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FORM NO.	NATURE OF CHANGE	FORM NO.	NATURE OF CHANGE	FORM NO.	NATURE OF CHANGE
FRUIT AND VEGET	TABLE DIVISION FORMS (FV) CONT'D	GRAIN DIVISION F	ORMS (GR) CONT'D	POULTRY DIVIS	ION FORMS (PY) CONT'D
FV-114	Obsolete; destroy all editions	GR-166	Revised; use up previous editions	PY-185	Revised; use up previous editions
V-123	Obsolete; destroy all editions	GR-167	Obsolete: destroy all editions	PY-185-1	Obsolete; destroy all editions
V-145	Revised: destroy previous editions	GR-170	Obsolete; destroy all editions	PY-201	Obsolete; destroy all editions
V-148	Added to listing	GR-171	Obsolete; destroy all editions	PY-201a	Obsolete; destroy all editions
V-150	Obsolete: destroy all editions	GR-177	Revised: destroy previous editions	PY-202	Added to listing
V-184	Obsolete; destroy all editions	GR-192	Obsolete; destroy all editions	PY-208	Obsolete; destroy all editions
Vash-Fruit)		GR-193	Obsolete; destroy all editions	PY-214	Obsolete; destroy all editions
V-185	Obsolete: destroy all editions	GR-194	Obsolete; destroy all editions	PY-141	Added to listing
V-194	Obsolete; destroy all editions	GR-196	Revised; destroy all editions	PY-242	Obsolete; destroy all editions
V-206 (Orc.)	Obsolete: destroy all editions	GR-199a	Obsolete; destroy all editions	PY-518-1	Revised; use up previous edition
V-212	Obsolete; destroy all editions	GR-207	Obsolete: destroy all editions	PY-518-1a	Obsolete; destroy all editions
/-223	Obsolete: destroy all editions	GR-210	Added to listing	PY-518-3	Revised; use up previous edition
/-238 (Pa.)	Obsolete: destroy all editions	GR-221	Obsolete; destroy all editions	PY-519-1	Obsolete; destroy all editions
/-288 (Pa.)	Obsolete: destroy all editions	GR-222	Obsolete: destroy all editions	PY-519-3	Obsolete; destroy all editions
/-253-1	Obsolete; destroy all editons	GR-244	Added to listing	PY-548	Obsolete; destroy all editions
V-287 (Calif.)	Obsolete: destroy all editions	GR-245	Added to listing	1	
7-288 (Calif.)	Obsolete: destroy all editions	GR-246	Added to listing	TOBACCO DIVIS	ION FORMS (TB)
/-290 (Calif.)	Obsolete: destroy all editions	GR-247a (Mich.)	Obsolete; destroy all editions	TB-2	Obsolete: destroy all editions
/-292	Revised; destroy all editions	GR-248	Obsolete; destroy all editions	TB-3	Revised; destroy all editions
/-293	Revised; use up previous editions	GR-250	Obsolete; destroy all editions	TB-3-1	Revised; destroy previous editio
7-301	Obsolete; destroy all editions	GR-253	Added to listing	TB-4	Added to listing
/-311	Revised; use up previous editions	GR-255	Obsolete: destroy all editions	TB-12	Added to listing
7-311-65	Obsolete; destroy all editions	GR-258-1	Obsolete; use up previous editions	TB-13	Obsolete: destroy all editions
7.349	Obsolete; destroy all editions	GR-258-2	Obsolete; use up previous editions	TB-14	Obsolete; destroy all editions
7-354	Revised; use up previous editions	GR-258-3	Obsolete: use up previous editions	TB-14 TB-15	Added to listing
/-357	Obsolete: destroy all editions	GR-258-4	Obsolete; use up previous editions	TB-16	Obsolete: destroy all editions
7-359-1	Obsolete: destroy all editions	GR-258-5	Obsolete; use up previous editions	TB-17	Added to listing
7-364-7	Obsolete; destroy all editions	GR-258-6	Added to listing	TB-19	Added to listing
7-364-12	Obsolete; destroy all editions	GR-260	Obsolete: use up previous editions	TB-20	Added to listing
7-364-20 7-364-30	Obsolete; destroy all editions	GR-264	Obsolete; destroy all editions	TB-24	Added to listing
7-364-39	Obsolete: destroy all editions	GR-277	Obsolete: destroy all editions	TB-25	Added to listing
7-364-63	Obsolete; destroy all editions	GR-287	Obsolete; destroy all editions	TB-26	Revised: use up previous edition
7-364-66	Obsolete: destroy all editions	GR-292a	Obsolete; destroy all editions	TB-28	Added to listing
7-364-69	Obsolete: destroy all editions	GR-294a	Obsolete: destroy all editions	TB-30	Revised: use up previous edition
7-364-75	Obsolete: destroy all editions	GR-325	Obsolete; destroy all editions	TB-32	Added to listing
7-364-76	Obsolete: destroy all editions	GR-333	Revised; use up previous editions	TB-33	Added to listing
7-364-77	Obsolete: destroy all editions	GR-339	Revised; use up previous editions	TB-41	Obsolete; destroy all editions
-364-79	Obsolete: destroy all editions	GR-363	Added to listing	TB-42	Obsolete: destroy all editions
/-364-80	Obsolete: destroy all editions	GR-366	Revised; destroy previous editions	TB-44	Obsolete: destroy all editions
7-364-81	Obsolete: destroy all editions	GR-368	Revised; use up previous editions	TB-47	Added to listing
7-364-83	Obsolete: destroy all editions	GR-369	Obsolete; destroy all editions	TB-48	Added to listing
/-364-132	Obsolete; destroy all editions	GR-384	Added to listing	TB-50	Revised; use up previous edition
/-364-133	Obsolete: destroy all editions	GR-389	Added to listing	TB-60	Obsolete; destroy all editions
7-364-140	Obsolete; destroy all editions	GR-400	Obsolete; destroy all editions	TB-65	Obsolete; use up previous editio
/-364-144	Obsolete; destroy all editions	GR-405	Obsolete: destroy all editions	TB-67	Obsolete; use up previous edition
/-364-159	Obsolete; destroy all editions	GR-470	Revised, use up previous editions	TB-76	
/-364-162	Revised; use up previous editions	GR-470-20	Added to listing	TB-77	Revised: use up previous edition Obsolete: destroy all editions
/-364-166	Added to listing	GR-470-25	Revised; use up previous editions	TB-81	
7-365	Obsolete; destroy all editions	GR-470-33	Revised; use up previous editions	TB-84-1	Obsolete; destroy all editions
/-365-2	Obsolete: destroy all editions	GR-470-35	Added to listing	I D-84-1	Obsolete; use up previous editio
/-447 (Calif.)	Obsolete: destroy all editions	GR-471	Obsolete; destroy all editions	TRANSPORTATI	ION & WARFHOUGE INVICTOR FOR
'-447-1 (Calif.)	Obsolete; destroy all editions	GR-474	Obsolete; destroy all editions	TRANSPORTATI	ION & WAREHOUSE DIVISION FOR
7-468	Revised; use up previous editions	GR-476	Obsolete: destroy all editions	TW-64	Added to liceino
-379	Obsolete; destroy all editions	GR-477	Obsolete; destroy all editions		Added to listing
7-379-1	Obsolete: destroy all editions	GR-554	Added to listing	TW-65	Added to listing
7-381	Revised: use up previous editions	GR-555	Added to listing	TW-66	Added to listing
7-387	Obsolete; destroy all editions	1		TW-99	Revised: use up previous edition
/-397	Revised: use up previous editions			TW-103 TW-104	Revised: use up previous edition Revised; use up previous edition
-403	Obsolete; destroy all editions	LIVESTOCK DIVISI	ON FORMS (LS)	TW-104	
·416·5	Obsolete: destroy all editions	LS-5a	Obsolutor duetros - II - Iisi	TW-125	Added to listing
7-418-1	Revised: use up previous editions	LS-5a LS-5-1a	Obsolete: destroy all editions	TW-305	Revised; use up previous edition Revised; destroy previous edition
7-425	Added to listing	1.00	Obsolete; destroy all editions Obsolete; destroy all editions	TW-307	Revised; destroy previous edition
7-469 7-470	Obsolete; destroy all editions	LS-7 LS-10	Obsolete: destroy all editions	TW-312	Revised; use up previous edition
7-470	Obsolete; destroy all editions	LS-11	Revised; destroy previous editions	TW-561	Revised; use up previous edition
7-471	Obsolete; destroy all editions	LS-11 LS-13	Obsolete; destroy all editions	TW-566	Revised; use up previous edition
7-472	Obsolete: destroy all editions	LS-15 LS-25	Obsolete; destroy all editions	TW-575	Obsolete: destroy all editions
7-479-1	Obsolete; destroy all editions	LS-25 LS-100	Obsolete; destroy all editions Obsolete; destroy all editions	1 3/3	obsolete, destroy all editions
7-494-1	Obsolete; destroy all editions	LS-100 LS-101	Obsolete: destroy all editions Obsolete: destroy all editions	i	
7-494-2	Obsolete; destroy all editions	LS-101 LS-102	Obsolete: destroy all editions	1	
/-498-1	Revised; use up previous editions	LS-102 LS-103	Obsolete: destroy all editions		
7-499a	Obsolete; destroy all editions	LS-103 LS-103-1	Obsolete: destroy all editions		
7-501	Obsolete: destroy all editions	LS-103-1 LS-104	Obsolete: destroy all editions Obsolete: destroy all editions	1	
7-501-1	Obsolete; destroy all editions	LS-104 LS-176			
1.7.5	ol l l u u u	LS-176 LS-214-4	Revised; destroy previous editions Obsolete; destroy all editions		
J-75	Obsolete; destroy all editions				
J-80-2	Obsolete; destroy all editions	LS-249	Obsolete: destroy all editions	1	
		LS-259	Obsolete: destroy all editions		
RAIN DIVISION F	ORMS (GR)	LS-328	Obsolcte; destroy all editions		
₹-1	Add de listin				
	Added to listing	POULTRY DIVISIO	N FORMS (PY)		
λ-2 2 00	Added to listing	PY-2	Obsolete; destroy all editions		
2-99	Added to listing	PY-5	Obsolete; destroy all editions		
₹-100	Added to listing	PY-9	Obsolete; destroy all editions Obsolete; destroy all editions		
₹-102	Revised; use up previous editions	PY-9 PY-12	Obsolete; destroy all editions Obsolete; destroy all editions		
₹-102-1	Obsolete: destroy all editions	PY-12 PY-25	Obsolete; destroy all editions Obsolete; destroy all editions		
R-116a	Obsolete: destroy all editions				
R-126	Obsolete; destroy all editions	PY-100-1	Obsolete; destroy all editions		
	Obsolete; destroy all editions	PY-118 PY-142	Obsolete: destroy all editions Obsolete: destroy all editions	1	
	4 1 1 1 14 1	B C T = 1 (4 /	A DISORGE DESITOV ALL EDITIONS	6	
R-140	Added to listing			1	
R-133a R-140 R-145 R-150 (Part 3)	Added to listing' Revised; destroy previous editions Added to listing	PY-143 PY-155-1	Obsolete; destroy all editions Obsolete; destroy all editions		

# AMS FORMS CATALOG

- REQUISITIONING OF FORMS: Field offices shall refer to part six of AMS Instruction 240-1. Washington. Hyattsville, and Beltsville offices shall refer to part eight of AMS Instruction 240-1.
- 2. LISTING OF FORMS: The forms are listed according to prefix symbol (AMS, AD, SF, CN, DA, etc.) and numerically by form number for each symbol.

#### 3. EXPLANATION OF COLUMN HEADING:

- a. Form Number: Self-explanatory.
- b. Edition Date: The latest edition date (GSA control number for Standard forms), as available, is Continue to use stocks of forms bearing earlier edition dates unless specific instructions have otherwise been furnished for disposal.
- c. Title: Title as shown on form; if not shown on form, the title listed is indicative of use.
- d. Unit of Issue: The minimum issue quantity is shown. A number following the unit indicates the number in a set, or number in a pad or book. Abbreviations used are:

- Book set; sets of forms bound between covers

- Sheets of same form bound between covers Book

Booklet - Two or more dissimilar pages, fastened together as a single form

BX - Box

Card - Form printed on heavy paper stock

CF - Continuous fanfold

Each - Single decals, labels, or shields

Envelope - Single envelope

- Folded, unstitched binder, for filing of loose papers Folder

- Hundred M - Thousand

- Sheets of same form, glued together along one edge with or without cardboard backing - Package Pkg

- 500 sheets Ream

Set - Original and one or more copies fastened together

- Single sheet

- Cardboard or cloth tag to be attached by wire or string

#### e. Using Office:

Pad

F - Field Offices

W - Washington, Hyattsville, and Beltsville Offices

#### f. Order From:

- Administrative Services Division, AMS AS

ASCS - Agricultural Stabilization and Conservation Service, USDA

- Cotton Division, AMS CN

- Central Supply Section, Office of Plant and Operations, USDA, Washington, D.C. 20250 CS

DA - Dairy Division, AMD

FHA - Federal Home Administration, DHUD

FS - Financial Services Division

- Federal-State Marketing Improvement Program

FV - Fruit and Vegetable Division, AMS

GR - Grain Division, AMS

- General Services Administration GSA

- Information Division, AMS

- Internal Revenue Service, Treasury Department TRS

- Livestock Division, AMS LS - Personnel Division, AMS PE - Office of Operations - Poultry Division, AMS PY

SSA - Social Security Administration, DHEW

- Tobacco Division, AMS TB

- Technical Services Division

- Transportation and Warehouse Division, AMS

g. Instruction No.: Self-explanatory



# AGRICULTURAL MARKETING SERVICE (AMS) FORMS

This listing includes forms originated by Administrative Services Division, Financial Management Division, Personnel Division, Information Division, Federal-State Marketing Improvement Program, Automated Data Systems Staff, and program division forms used by more than one program division.

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	AMSINSTRUCTION NO.
AMS-1	7-1-68	Allotment Advice	Sheet	W	CS	FS-BE&A	101-6, 406-1
AMS-2	4-17-72	Statement of Estimated Reimbursement or Receipts	Sheet	W,F	CS	FS-BE&A	434-1
AMS-3	10-75	Administrator's Correspondence Jacket	Set (6 Pt)	W	cs	Adm. Off.	U.S. Government Correspondence Manu
AMS-6	9-6-74	Request to Establish, Close or Relocate Field Office	Sheet	W	CS	P&P	105-1
AMS-9	2-1-74	Request for Approval of Issuance	Sheet	W,F	AS	PP&S	106-1, 122-1, 122-2
MS-10	11-15-73	Position Audit Report	Card	W	PE	CO & PM	
MS-11	7-1-74	Supplemental Lease Agreement	Sheet	W	AS	P&P	
MS-15	2-76	Confirmation of Agreement (Form Letter)	Sheet	W	AS	Asst. to	201-1
AMS-18	12-3-73	Vehicle Use Record	Sheet	W,F	CS	P&P	211-1
MS-19	10-1-74	Official Business Permit	Card	F	AS	P&P	
AMS-20	4-2-73	Cooperative Agreement (State Agency)	Sheet	W	AS	Asst. to Dir.	
MS-20-1	5-1-74	Cooperative Agreement (Cooperator)	Sheet	W	AS	Asst. to Dir.	
MS-20-2	4-2-73	Cooperative Agreement-Statement of Work	Sheet	W	AS	Asst. to Dir.	
MS-20-3	4-2-73	Amendment to Cooperative Agreement	Sheet	W	AS	Asst. to Dir.	
MS-20-4	4-2-73	Continuation Sheet	Sheet	W	AS	Asst. to Dir.	
AMS-21	1-76	Emergency Contact No. for Reporting Bribes to OI	Card	F	FV,GR, LS	GR-Insp.	
AMS-22	8-75	Mail Log	Sheet	W	FV&PY	Dir. Off.	
MS-23-1	1-76	Budget Data-CN Division	Sheet	W	FS	MP	129-1
AMS-23-2	1-76	Budget Data-DA Division	Sheet	w	FS	MP	129-1
AMS-23-3	1-76	Budget Data-FSMIP	Sheet	w	FS	MP	129-1
AMS-23-4	1-76	Budget Data-FV Division	Sheet	W	FS	MP	129-1
AMS-23-5	1-76	Budget Data-GR Division	Sheet	W	FS	MP	129-1
AMS-23-6	1-76	Budget Data-LS Division	Sheet	W	FS	MP	129-1
AMS-23-7	1-76	Budget Data-PY Division	Sheet	W	FS	MP	129-1
AMS-23-8	1-76	Budget Data-TB Division	Sheet	W	FS	MP	129-1
AMS-23-9	1-76	Budget Data-T&W Division	Sheet	W	FS	MP	129-1
AMS-23-10	1-76	Revision of Fees and Charges	Sheet	W	FS	MP	129-1
AMS-27	5-1-74	Verbal Communique Record	Sheet	W	AS	P&P	
AMS-28-2	6-3-74	Food Marketing Alert Order Form	Card	W,F	IN	BV&P	
AMS-31	12-75	Register of Authorization Nos.	Sheet	W	PY&TW		
AMS-32	10-75	Upward Mobility Program	Sheet	W,F	PE	ED	
AMS-38	12-3-73	Purchase Order	Set (7 Pt)	W,F	AS	P&P	226-7, 240-1, 240-8
AMS-39	11-75	Receipt for Checks	Sheet	W	FS	FO&S	
AMS-51	9-16-74	Transmittal Record	Set (3 Pt)	W,F	CS		

5-1-76

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	AMSINSTRUCTION NO.
AMS-69	11-75	Job Schedule Sheet	Sheet	W	AS	P&P	
AMS-70	8-1-73	Power of Attorney (Form Letter)	Sheet	W,F	CS	PY-Std.	
AMS-74	9-15-72	Guide Sheet for Reduction to 5 1/4 x 8 3/4	Sheet	W	IN	PS	
AMS-75	3-20-57	Federal Register Guide Sheet	Sheet	W	AS	PP&S	
AMS-83	4-3-72	Accounts Receivable Summary Control	Sheet	W,F	CS	FS-FP&P	420-3
AMS-84	9-75	Request for Approval of New or Revised Forms	Pad	W	AS	PP&S	
AMS-85	4-16-73	Request for Clearance of Manuscript for Publication (Form AD-59 on Reverse)	Sheet	W	CS		161-1, 162-1, 233-2
AMS-87	12-17-73	Guide Sheet For Federal Register Reprints	Sheet	W	AS	PP&S	
AMS-93	11-15-74	Request for Clearance of Speech or Article	Sheet	W	CS		
AMS-104	1-75	Unit Load Inspection Record and Report	Pad (100)	F	CS	FV-PPS&I	
AMS-116	4-75	Mailing List Agri. Decisions	Sheet	W	AS	C&O	
AMS-118	4-3-72	Annual Report of Employee Suggestions	Sheet	W,F	AS	C&O	
AMS-131-1	2-22-73	Stockroom Record-Miscellaneous Reports	Card	W	IN	BV&P	
AMS-134	8-1-73	Official Mail Payments	Sheet	W	CS	FS-FO&S	224-3
AMS-136	11-30-55	Motor Vehicle Operation Summary	Sheet	W,F	AS	P&P	211-1
AMS-137	2-1-73	Publications Register	Sheet	W	IN	BV&P	
AMS-139	6-15-73	FTS Facsimile Transmission Log	Sheet	W	AS	C&0	226-7
AMS-165	9-75	Record of FOIA Requests, Denials, and Appeals	Sheet	W	IN		
AMS-170	6-1-65	FEHBA Registration	Card	W	PE	ER&S	
AMS-179	11-15-72	Statement of Federal Service	Sheet	W	PE	E&Q	
AMS-180	8-1-73	Request for Clearance of Cooperative Document	Sheet	W,F	AS	Asst. to Dir.	201-1
AMS-183	7-3-72	Statement of Fees or Charges (Short Form)	Set (3 Pt)	W,F	CS	FV-FPS&I	
AMS-183-1	6-1-72	Statement of Fees or Charges (Short Form) (So. Canal St, Chicago)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-2	6-1-72	Statement of Fees or Charges (Short Form) (New Orleans)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-3	6-1-72	Statement of Fees or Charges (Short Form) (Detroit)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-4	6-1-72	Statement of Fees or Charges (Short Form) (Bronx, NY)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-5	6-1-72	Statement of Fees or Charges (Short Form) (Dallas)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-6	6-1-72	Statement of Fees or Charges (Short Form) (San Antonio)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-7	6-1-72	Statement of Fees or Charges (Short Form) (Kansas City)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-8	6-1-72	Statement of Fees or Charges (Short Form) (St. Louis)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-10	6-1-72	Statement of Fees or Charges (Short Form) (Everett, Mass)	Set (3 Pt)	F	FV	FPS&I	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	AMSINSTRUCTION NO.
AMS-183-11	6-1-72	Statement of Fees or Charges (Short Form) (Forest Park, GA)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-13	2-75	Statement of Fees or Charges (Short Form) (Miami)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-14	2-15-73	Statement of Fees or Charges (Short Form) (Newark)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-15	6-1-72	Statement of Fees or Charges (Short Form) (Philadelphia)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-16	6-1-72	Statement of Fees or Charges (Short Form) (Pittsburgh)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-17	6-1-72	Statement of Fees or Charges (Short Form) (Cleveland)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-18	2-75	Statement of Fees or Charges (Short Form) (Indianapolis)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-19	6-1-72	Statement of Fees or Charges (Short Form) (St. Paul)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-20	6-1-72	Statement of Fees or Charges (Short Form) (Houston)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-21	6-1-72	Statement of Fees or Charges (Short Form) (Orlando)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-22	6-1-72	Statement of Fees or Charges (Short Form) (Washington, DC)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-23	2-15-73	Statement of Fees or Charges (Short Form) (San Francisco)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-24	6-1-72	Statement of Fees or Charges (Short Form) (Raleigh)	Set (3 Pt)	F	FV	FPS&I	
AMS-183-25	2-75	Statement of Fees or Charges	Set (3 Pt)	F	FV	FPS&I	
AMS-185	7-1-74	Collection Register	Sheet	F	CS	MP	422-1
AMS-194	4-17-72	Detail of Personnel Compensation- Permanent Positions (GS-14 and Above)	Sheet	W	CS	MP	435-1
AMS-194-1	4-17-72	Detail of Personnel Compensation- Permanent Positions (GS-13 to GS-1)	Sheet	W	CS	MP	Do.
AMS-194-2	4-17-72	Detail of Personnel Compensation- Permanent Positions (Ungraded)	Sheet	W	CS	MP	Do.
AMS-194-3	4-17-72	Detail of Personnel Compensation- Other Personal Service Items	Sheet	W	CS	MP	Do.
AMS-200	3-1-74	Authorization Card	Card	W	CS	AS	
AMS-200-1	8-1-72	Authorization Card	Card	W	FV	FPS&I	
AMS-200-2	10-1-73	Authorization Card	Card	W	GR		
AMS-201-1	2-76	Privacy Act Notice for AMS-643	Sheet	W,F	CS	PE-E&Q	
AMS-201-3	2-76	Privacy Act Notice for AD-184	Sheet	W,F	CS		
AMS-201-4	2-76	Privacy Act Notice for AD-349	Sheet	W,F	CS		
AMS-201-5	2-76	Privacy Act Notice for Forms AD-392 and AD-392A	Sheet	W,F	cs		
AMS-201-6	2-76	Privacy Act Notice for AD-588, 589, 590, 591, 592, 593, 594, 595, 596, 598, 599	Sheet	W,F	cs		
AMS-201-7	2-76	Privacy Act Notice for OF-5, SF-15, 50A, 61B, 70, 170, 171, 171A, 172, 173	Sheet	W,F	CS		
AMS-201-8	2-76	Privacy Act Notice for SF-46 and SF-47	Sheet	W,F	CS		

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING	ORDER FROM	RESPONSIBLE OFFICE	AMS INSTRUCTION NO.
AMS-201-9	2-76	Privacy Act Notice for SF-71	Sheet	W,F	CS		
AMS-201-10	2-76	Privacy Act Notice for SF-51, 54, 176, 2800, 2801, 2801B, 2801 D, 2802, 2803, 2804	Sheet	W,F	cs	,	
AMS-201-11	2-76	Privacy Act Notice for SF-78, SF-78A, SF-177	Sheet	W,F	CS		
AMS-201-12	2-76	Privacy Act Notice for SF-85, 86, 87	Sheet	W,F	CS		
AMS-201-13	2-76	Privacy Act Notice for SF-144	Sheet	W,F	PE		
AMS-201-14	2-76	Privacy Act Notice for SF-161, 161A, CSC form 161A	Sheet	W,F	PE		
AMS-201-15	2-76	Privacy Act Notice for SF-1187, SF-1188	Sheet	W,F	CS		
AMS-201-16	2-76	Privacy Act Notice for CSC-813	Sheet	W,F	Stet		
AMS-201-17	2-76	Privacy Act Notice for OF-69	Sheet	W,F	PE		
AMS-201-18	2-76	Privacy Act Notice for EEO Discrimination Complaint Interviews	Sheet	W,F	EEO Coor.		
AMS-201-19	2-76	Privacy Act Notice for Performance Rating Appeal	Sheet	W,F	PE		
AMS-201-20	2-76	Privacy Act Notice for SF-91, SF-91A, SF-94, OF-26	Sheet	W,F	CS		
AMS-201-21	2-76	Privacy Act Notice for SF-1164	Sheet	W,F	CS		
AMS-203	8-75	Privacy Act Declaration Sheet	Sheet	W,F	CS	PP&S	
AMS-204	10-75	Privacy Act Declaration Sheet	Sheet	W,F	CS	PE-E&Q	
AMS-206	9-4-73	Issuance Distribution Advice	Pad (100)	W	AS	PP&S	
AMS-209	7-75	Contract Payment Record	Sheet	W	FS	FO&S	
AMS-214	5-15-72	Requisition for Supplies, Equipment, or Services	Set (3 Pt)	W,F	CS	P&P	200-3, 226-7, 233-1 240-1, 240-8, 249-1, 285-1, 380-1
AMS-215	8-1-73	Cost Allocation and Capital Acquisition Authority	Sheet	W	FS	MP	406-1
AMS-220	6-1-73	Work Progress	Sheet	W	AS	PP&S	
AMS-221	9-1-72	Request for Supplies/Services	Pad (50)	W	AS	C&O	
AMS-246	3-1-73	Status of Program Operations Section 32	Sheet	W	FS	MP	
AMS-252	10-1-73	Noncompensable Travel Overtime	Sheet	W,F	CS	PE-E&Q	350-1
AMS-290	6-14-74	Mailing Survey	Sheet (2 pgs)	W,F	AS	C&O	224-2, 224-4
AMS-290-1	6-14-74	Mailings of Market News Reports	Sheet	F	AS	C&O	224-2
AMS-293*	1-10-73	Report of Field Review of Compliance with Title VI Under the Federal- State Marketing Improvement Program	Sheet (3 pgs)	W	FSMIP		
AMS-300	10-2-72	Personal History Data	Set (2 Pt)	W,F	cs	PE-E&Q	302-1
AMS-301	10-75	Employee Appraisal	Set (4 Pt)	W,F	cs	PE-E&Q	302-1, 380-1
AMS-302	12-3-73	Promotion Register	Sheet	W,F	cs	PE-E&Q	302-1
AMS-307	9-16-74	Distribution Schedule	Set (8 Pt)	W	CS	P&P	233-2
AMS-310	4-1-74	Precomplaint Counseling Report	Sheet	W,F	ADM~ EEO	PE-E&Q	208-1, 309-5
				1			

<sup>\*</sup> OMB cleared

FORM ND.	EDITION DATE	TITLE	UNIT DF ISSUE	USING OFFICE	OROER FROM	RESPONSIBLE OFFICE	AMS INSTRUCTION NO.
AMS-311	6-3-74	Application for AMS Middle Management Development Program	Sheet	W,F	PE	ED	380-1
AMS-322	11-15-72	Request for Compensatory Time	Pad (50)	W,F	CS	PE-E&Q	
AMS-325	12-2-68	Record of Approved Apportionments and Allotments	Sheet	W	FS	BE&A	
AMS-326	12-2-68	Record of Available Funds and Allotments	Sheet	W	FS	BE&A	
AMS-330	10-15-73	Container Examination Worksheets (Metal Containers) (Rigid Containers on Reverse)	Pad (100)	F	CS	PY-Std.	
AMS-331	8-15-72	Container Examination Worksheet (Glass Containers) (Flexible Containers on Reverse)	Pad (100)	F	CS	PY-Std.	
AMS-332	6-1-72	Cumulative Original Inspections of Condition of Container	Pad (100)	F	CS	PY-Std.	
AMS-384	12-3-73	Request and Authorization to Store Government-Owned Vehicle at or Near Residences	Sheet	AS	AS	P&P	211-1
AMS-385	12-3-73	Utilization of Government-Owned Vehicles	Sheet	AS	AS	P&P	
AMS-388	6-17-74	Commodities Purchased	Sheet	W	CS	MP	101-6
AMS-398	1-76	Requisition Register	Sheet	AS	AS	P &P	
AMS-400	4-3-72	AMS Memorandum (32 1b. bond)	250 Sheets	W	CS	PP&S	221-1
AMS-400a	4-3-72	AMS Memorandum (manifold)	250 Sheets	W	CS	PP&S	Do.
AMS-401	4-3-72	AMS Memorandum (Field)	250 Sheets	F	CS	PP&S	Do.
AMS~401a	4-3-72	AMS Memorandum (Field) (manifold)	250 Sheets	F	CS	PP&S	Do.
AMS-402	5-1-67	Telephone Equipment Record (MD)	Card	W	AS	P&P	
AMS-402-1	1-76	Telephone Equipment Record (DC)	Card	W	AS	P&P	
AMS-420	4-3-73	Receipt for Personal Property	Sheet	W,F	CS	P&P	262-1
AMS-432	5-1-72	Forms Shipment Notice and Receiving Report	Pad (100)	W	AS	P&P	233-1, 233-2, 240-
AMS-510	11-1-68	U.S. Rejected and U.S. Retained Tags	BX (1,000)	F	PY	Grd.	
AMS-524	10-15-73	Magnetic Tape Identification	Label	W	TS	ADS	
AMS-541	9-72	Statement of Charges	Set (5 Pt)	W,F	FS	FO&S	
AMS-542	11-75	Accouting Authorization and Classification	Set (2 Pt)	W,F	CS	F0&S	226-7, 233-1, 233-240-1, 285-1, 380-240-2, 422-1, 460-5, 494-1 Rev 1, 495-1
AMS-543	12-15-72	Detail Listing Sheet	Set (2 Pt)	W,F	CS	FO&S	
AMS-544	1-4-71	Billing Document Stub	Set (2 Pt)	W,F	CS	FO&S	270-1
AMS-545	2-1-73	Error Correction Sheet	Sheet	W	FS	FO&S	
AMS-545-1	1-18-71	Error Correction Sheet (Payroll Adjustment)	Sheet	W	FS	FO&S	
AMS-545-2	2-15-73	Error Correction Sheet-Livestock Mgmt.	Sheet	W	FS	FO&S	
AMS-546	1-4-71	File Update Sheet	Sheet	W	FS	FO&S	262-1
AMS-547	1-76	Billing Statement	Set (5 Pt)	W	FS	FO&S	234-2
AMS-549	2-15-74	Batch Control Sheet	Set (4 Pt)	W,F	FS	FO&S	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	AMS INSTRUCTION NO.
AMS-550-3	1-75	Object Class-Detailed Cost Planning Worksheet	Sheet	W,F	FS	FS-MP	
AMS-552	4-1-74	Units of Accomplishment-Detailed Planning Worksheet	Sheet	W	CS	FS-MP	
MS-553	1-75	Capital Acquisitions-Detailed Planning Worksheet	Sheet	W	CS	FS-MP	
MS-556	(7-75)	Docket Purchase Authority	Sheet	W	FS	FS-MP	
MS-557	3-75	Summary of Man-Years, Positions, and Employment by Fund and Activity	Sheet	W	CS	FS-MP	
MS-559	4-16-73	Salary, Leave and Employment Planning Worksheet	Sheet	W	CS	FS-MP	
MS-561	1-75	Annual Leave Planning Worksheet	Sheet	W	FS	FS-MP	
MS-570	10-1-71	Civil Rights Compliance Review	Sheet	W	AS	P&P	113-1
MS-574	8-16-71	Revision of Mailing List	Card	F	CS	P&P	234-2
MS-643	12-1-72	Request for Stop Payment and Issuance of a Substitute or Replacement Salary Check	Sheet	W,F	CS	PE-E&Q	351-2
MS-644	2-76	Emergency Notification	Sheet	W,F	CS	PE-ER&S	340-1
4S-679	2-1-74	Report of Accident Review Board (Motor Vehicle)	Sheet	F	PE	PE-ER&S	371-2
MS-876	1-15-74	Fair Market Value Statement	Sheet	F	AS	P&P	
1S-954	4-16-73	Request for Personnel Information for (Name of Employee) (Form Letter)	Sheet	W	PE	E&Q	
				1			

# **COTTON DIVISION FORMS**

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	CN INSTRUCTION NO.
CN-7	5-1-72	NEP Content of Ginned Cotton Lint	Sheet	F	CN		
CN-13	2-75	Invoice for Classification of Price Support Cotton	Sheet	F	CN		918-4
CN-15 *	5-1-72	Gin Equipment Schedule	Pad (100)	F	CN		932-2
CN-24	4-1-68	Staple Bale Information	Sheet	F	CN		
CN-26	8-15-69	The Classification of Cotton	Sheet	W,F	CN		
CN-27	2-75	Quality Statistical Work Sheet	Sheet	F	CN		
CN-29	2-1-74	Cottonseed Sampling Report	Pad (100)	F	CN		917-1
CN-31	4-2-73	Classification Summary (Sustained and Changes on Classer by BSCE)	Pad (100)	F	CN		380-1
CN-33	3-1-67	Shipping Record for Cotton Standards	Sheet	F	CN		
CN-41	5-1-72	Report on Bales Under Certification More than 6 Months	Sheet	F	CN		918-6
CN-43	6-15-72	Cotton Classing Certificate	Sheet	W	CN		918-2
CN-44	3-15-71	Sample Classification Memorandum (Linters)	Set (5 Pt)	F	CN		
CN-45	3-15-71	Request for Cotton Linters Classification	Sheet	F	CN		
CN-48	5-1-72	Cottonseed Certificate Record	Sheet	F	CN		917-1
CN-49	11-16-70	Yarn Skein Strength, Number and Appearance Test	Sheet	F	CN		
CN-50	2-76	Designation of Member of Board of Cotton Examiners (Form Letter)	Sheet	F	CN		300-1
CN-51	2-76	Designation of Secretary of Board of Cotton Examiners (Form Letter)	Sheet	F	CN		Do.
CN-54-1	3-75	Personnel Report	Sheet	W,F	CN		
CN-59 *	2-75	Cotton Sampling Inspection Report	Set (3 Pt)	F	CN		918-4, 918-5
CN-60	5-1-72	Visits to Gins Not Sampling	Sheet	F	CN		918-4
CN-62	3-1-74	Order for Samples of International Calibration Cotton Standards (Form Letter)	Sheet	F	CN		
CN-67	5-1-72	Supervision Results of Classing	Sheet	F	CN		918-2
CN-69	5-1-72	Cotton Testing Service Record	Sheet	F	CN		918-2, 918-8
CN-70	2-75	Authority to Report for Duty	Pad (100)	W,F	CN		325-1
CN-71	4-16-64	Required Papers for Shipment of Official Cotton Standards (Form Letter)	Sheet	F	CN		
CN-72	8-75	Notice of Shipment of Official Cotton Standards (Form Letter)	Sheet	F	CN		
CN-73	5-1-72	Report on Spot Quotations Committee Meeting	Sheet	F	CN		930-1
CN-73-1 *	5-1-72	Cotton Market Canvass	Sheet	F	CN		Do.
CN73-2	5-1-72	Comparison Of Cotton Prices With Spot Quotations	Sheet	F	CN		
CN-76-1	2-1-61	Staple 1 Label (Linters)	Each	F	CN		
CN-76-2	2-1-61	Staple 2 Label (Linters)	Each	F	CN		
CN-76-3	2-1-61	Staple 3 Label (Linters)	Each	F	CN		

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	CN INSTRUCTION NO.
CN-76-4	2-1-61	Staple 4 Label (Linters)	Each	F-	CN		
CN-76-5	2-1-61	Staple 5 Label (Linters)	Each	F	CN		
CN-76-6	2-1-61	Staple 6 Label (Linters)	Each	F	CN		
CN-76-7	2-1-61	Staple 7 Label (Linters)	Each	F	CN		
CN-78	9-1-71	Permanent Full-Time Field Employees	Sheet	W,F	CN		
CN-80	3-1-74	Application for Calibration Cotton (Form Letter)	Sheet	F	CN		
CN-81	1-4-66	USDA Calibration Cotton (Gummed Label)	Sheet	F	CN		
CN-84	4-2-73	Color Diagram for Nickerson-Hunter Cotton Colorimeter (Spinlab Model)	Pad (100)	F	CN		
CN-84-1	5-1-72	Color Diagram for Nickerson-Hunter Cotton Colorimeter (Gardner Model)	Pad (100)	F	CN		
CN-85	3-15-73	Color Diagram without Dotted Lines	Pad (100)	F	CN		
CN-87	5-1-72	Color Diagram-Guides for Purchase of Bales for Standards (Spinlab) Upland	Pad (100)	F	CN		
CN-87-1	3-75	Color Diagram-Guides for Purchase of Bales for Standards (Classing Office Use)	Pad (100)	F	CN		
CN-88	1-15-74	Calibration Check Record	Book	F	CN		
CN-89	3-15-73	Loose Contractor Inspection Report	Sheet	F	CN		
CN-91	7-1-67	Review Classification Summary of Form A Claim Cotton	Set (3 Pt)	F	CN		
CN-92	3-15-73	Color Diagram (Gardner) Upland	Pad (100)	F	CN		
CN-93	2-15-68	Color Diagram-Guides For Purchase of Bales For Standards (Gardner) Upland	Pad (100)	F	CN		
CN-93-1	4-3-73	Color Diagram-Guides for Purchase of Bales For Standards (Gardner)Upland Classing Office Use	Pad (100)	F	CN		
CN-104	5-1-72	Flat Bundle Cotton Fiber Strength Data Sheet	Sheet	F	CN		
CN-110 *	5-1-61	Report of Cotton on Hand in Mills (Form Letter)	Sheet	F	CN		932-1
CN-114	5-1-72	Stelometer and Elongation Data	Sheet	F	CN		
CN-116	5-1-72	Special Condition or Irregular Bale Identification	Pad (25)	F	CN		
CN-117	1-2-73	Cotton Classification Memorandum Form 1	Pad (50 sheets, 5 cards to sheet)	F	CN		918-4, 919-1
CN-118	5-1-72	NEP Count in Cotton Samples	Sheet	F	CN		
CN-119	4-3-72	Fiber Length Calculations (Fibrograph Method)	Sheet	F	CN		
CN-121	11-1-60	Color Data (Chemical Finishing Tests)	Sheet	F	CN		
CN-125	5-1-72	Commodity Inspection Certificate	Sheet	F	CN		
CN-126	5-1-72	Commodity Checkload Certificate	Sheet	F	CN		
CN-210 *	2-1-74	Application for Cotton Classification and Market News Services	Pad (100)	F	CN		910-1, 915-1
CN-216	3-15-74	Staple Listing Sheet	Sheet	F	CN		930-4

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING	ORDER FROM	RESPONSIBLE OFFICE	CN INSTRUCTION NO.
CN-217	3-1-68	Untenderable, Preparation and Reductions	Sheet	F	CN		9 30 – 4
CN-219	2-15-73	Cotton Classification Sheet	Sheet	F	CN		917-2, 918-1, 918-4, 918-5, 929-2
CN-219-25	2-15-73	Cotton Classification Sheet	Sheet (4 pages)	F	CN		Do.
CN-219-50	12-17-73	Cotton Classification Sheet	Sheet (2 pages)	F	CN		Do.
CN-221-1	3-15-73	Fourth Class Tag (Manila)	Tag	F	CN		
CN-221-2	3-15-73	Fourth Class Tag (Red)	Tag	F	CN		
CN-221-3	2-75	Fourth Class Tag (Yellow)	Tag	F	CN		
CN-221-4	3-15-73	Fourth Class Tag (Blue)	Tag	F	CN		
CN-223	2-76	Cotton Testing Laboratory Report	Sheet	F	CN		918-8
CN-224	5-75	Fourth Class Tag (Memphis)	Tag	F	CN		
CN-229	5-1-72	Field Office Weekly Report	Pad (200)	F	CN		918-5, 929-1
CN-230	2-75	Field Representative's Weekly Report	Pad (200)	F	CN		929-1
CN-235 * (E1 Paso)	6-75	Cottonseed Prices	Card	F	CN		Do.
CN-235 * (Memphis)	2-1-74	Cottonseed Prices	Card	F	CN		Do.
CN-236	2-75	Cotton Sampler's Bond	Sheet	F	CN		915-1
CN-236-1	2-75	Cotton Sampler's Bond	Sheet	F	CN		Do.
CN-236-2	2-1-74	Cotton Sampler's Bond	Sheet	F	CN		Do.
CN-237	2-76	Cotton Sampler's License	Sheet	F	CN		918-5, 923-2
CN-243	6-75	Revision of Mailing List (El Paso)	Card	F	CN		
CN-243-1	3-15-73	Revision of Mailing List (Memphis)	Card	F	CN		
CN-245	3-1-74	Application for Practical Forms of Official Cotton Linters Standards (Form Letter)	Sheet	F	CN		
CN-246 *	9-15-63	Application for License to Sample Cotton Under the United States Standards Act	Sheet	F	CN		918-5, 923-2
CN-247 *	3-75	Application for Practical Classing Examination and Certificate	Sheet	F	CN		918-2
CN-248 *	5-1-72	Application for LicenseCottonseed Chemist or Cottonseed Sampler	Sheet	F	CN		923-1
CN-249-2	5-15-72	13/16" Staple Label (American Upland)	Each	F	CN		
CN-249-3	5-15-72	7/8" Staple Label (American Upland)	Each	F	CN		
CN-249-4	5-15-72	29/32" Staple Label (American Upland)	Each	F	CN		
CN-249-5	5-15-72	15/16" Staple Label (American Upland)	Each	F	CN		
CN-249-6	5-15-72	31/32" Staple Label (American Upland)	Each	F	CN		
CN-249-7	5-15-72	1" Staple Label (American Upland)	Each	F	CN		
CN-249-8	5-15-72	1-1/32" Staple Label (American Upland)	Each	F	CN		
CN-249-9	5-15-72	1-1/16" Staple Label (American Upland)	Each	F	CN		
CN-249-10	5-15-72	1-3/32" Staple Label (American Upland)	Each	F	CN		
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FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	CN INSTRUCTION NO.
CN-249-11	5-15-72	1-1/8" Staple Label (American Upland)	Each	F .	CN		
CN-249-12	5-15-72	1-5/32" Staple Label (American Upland)	Each	F	CN		
CN-249-13	5-15-72	1-3/16" Staple Label (American Upland)	Each	F	CN		
CN-249-14	5-15-72	1~7/32" Staple Label (American Upland)	Each	F	CN		
CN-249-15	5-15-72	1-1/4" Staple Label (American Upland)	Each	F	CN		
CN-250-1	5-15-72	1-5/16" Staple Label (American Pima)	Each	F	CN		
CN-250-2	5-15-72	1-3/8" Staple Label (American Pima)	Each	F	CN		
CN-250-3	5-15-72	1-7/16" Staple Label (American Pima)	Each	F	CN		
CN-250-4	5-15-72	1-1/2" Staple Label (American Pima)	Each	F	CN		
CN-261	1-2-70	Official Cotton Standards of the U.S.	Each	F	CN		
CN-276	4-2-73	Report of Shirley Analyzer Test	Sheet	F	CN		
CN-277	5-1-72	Supervisory Results for Air-Flow Instruments	Sheet	F	CN		918-3
CN-284a	5-1-72	Yarn Skein Strength	Sheet	F	CN		
CN-289	5-1-72	Weekly Report of Certificated Stock in Licensed Warehouses	Pad (100)	F	CN		918-6, 932-1
CN-290	3-75	Daily changes in Certificated Stock	Sheet	F	CN		918-6
CN-293 *	4-1-74	Cotton Prices Landed Group 201 Mill Points (Group B)	Sheet	F	CN		930-2
CN-293-1 *	3-1-74	Cotton Prices LandedAlabama-Georgia Mill Points	Sheet	F	CN		Do.
CN-326	5-15-72	Supervisory Sample Tag	Sheet (20 Tags)	F	CN		918-2
CN-327	2-76	License (Cottonseed Sampler)	Sheet	W,F	CN		
CN-328	2-76	License (Cottonseed Chemist)	Sheet	W,F	CN		
CN-331	3-15-73	Request for Certification	Set (7 Pt)	F	CN		918-6
CN-332	5-15-72	Cottonseed Sampler's Bond	Sheet	W,F	CN		
CN-336	5-15-72	Fiber LengthArray Method	Sheet	F	CN		
CN-337	8-15-72	Fiber Length, Strength, Fineness, and Maturity Test Results	Sheet	F	CN		
CN-347	11-16-70	Cotton Fiber Length Test Results (Array Method)	Sheet	F	CN		
CN-351-1	11-1-67	Good Middling 11 (Label)	Each ·	F	CN		
CN-351-2	11-1-67	Strict Middling 21 (Label)	Each	F	CN		
CN-351-3	11-1-67	Middling 31 (Label)	Each	F	CN		
CN-351-4	11-1-67	Strict Low Middling 41 (Label)	Each	F	CN		
CN-351-5	11-1-67	Low Middling 51 (Label)	Each	F	CN		
CN-351-6	11-1-67	Strict Good Ordinary 61 (Label)	Each	F	CN		
CN-351-7	11-1-67	Good Ordinary 71 (Label)	Each	F	CN		
CN-351-8	11-1-67	Strict Middling Spotted 23 (Label)	Each	F	CN		
CN-351-9	11-1-67	Middling Spotted 33 (Label)	Each	F	CN		
CN-351-10	11-1-67	Strict Low Middling Spotted 43 (Label)	Each	F	CN		
CN-351-11	11-1-67	Low Middling Spotted 53 (Label)	Each	F	CN		

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING	ORDER FROM	RESPONSIBLE OFFICE	CN INSTRUCTION NO.
CN-351-13	11-1-67	Middling Tinged 34 (Label)	Each	F	CN		
CN-351-14	11-1-67	Strict Low Middling Tinged 44 (Label)	Each	F	CN		
CN-351-15	11-1-67	Low Middling Tinged 54 (Label)	Each	F	CN		
CN-353	9-15-71	Universal Standards for Grades of American Upland Cotton (Label)	Each	F	CN		
CN-353-1	9-15-71	Universal Standards for Grades of American Upland Cotton (Guide Box)	Each	F	CN		
CN-354	4-1-70	Form A Sample Classification Memorandum	Set (7 Pt)	F	CN		918-5
CN-354a	5-1-64	Form A Sample Classification Memorandum Copy	Pad (200)	F	CN		Do.
CN-357 *	1-4-71	Request for Classification	Pad (100)	F	CN		918-4, 918-5
CN-358	3-15-73	Form R Classification Memorandum	Set (7 Pt)	F	CN		Do.
CN-360	3-15-73	Classification Comparison Sheet	Set (4 Pt)	F	CN		380-1, 918-2, 918-5
CN-362	2-76	Spinning Test Results, Carded and Combed Yarn	Sheet	F	CN		
CN-362-3	2-76	Cotton Fiber and Processing Tests	Sheet (3 Pt)	F	CN		
CN-371	5-15-72	Test Outline for Intra-Division or Cooperative Tests	Sheet	W,F	CN		910-6, 918-8
CN-375	4-2-73	Color of Cotton Lint (Nickerson-Hunter Colorimeter)	Sheet	F	CN		918-3
CN-378	4-1-70	Record Sheet	Pad (200)	F	CN		918-5, 918-7
CN-380	3-75	Daily Classing Office Report	Set (4 Pt)	F	CN		918-5, 929-1
CN-383	3-1-74	Application for Practical Forms of Official Cotton Standards (Form Letter)	Sheet	F	CN		918-1
CN-409	4-2-73	Stock RecordCotton Futures Certification	Sheet	F	CN		918-6
CN-411	4-1-69	Sample Comparison Memorandum	Set (7 Pt)	F	CN		918-5
CN-417	4-1-66	Form D-Sample Classification Memorandum	Set (7 Pt)	F	CN		Do.
CN-418	3-15-73	Daily Summary of Supervisory Results for Air Flow Tests	Set (2 Pt)	F	CN		
CN-419	3-15-73	Classification Summary	Set (2 Pt)	F	CN		918-2
CN-420	11-20-72	International Calibration Cotton (Label)	Each	F	CN		
CN-423	4-3-72	Cotton Fiber Check Test Summary	Sheet	F	CN		918-9
CN-424	5-15-72	Cotton Spinning Check Test Summary	Sheet	F	CN		Do.
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### DAIRY DIVISION FORMS

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	OA INSTRUCTION NO.
DA-3	7-75	Market Administrator's Bond	Sheet	W	DA	00	MA Inst. 100
DA-7	7-2-73	Payroll Schedule with Givil Service Retirement and Disability Fund Credits	Sheet	w	DA	00	MA Inst. 214
DA-9	8-75	Personal History Statement	Sheet	W	DA	00	MA Inst. 303
DA-24 *	2-15-73	Annual Reporting of Gooperative Milk Marketing Association	Sheet	W	DA	GQ	MA Inst. 115
DA-25 *	2-15-73	Application for Qualification of Gooperative Milk Marketing Association	Set (6 pgs)	F	DA	GQ	MA Inst. 115
DA-30	6-15-72	Notice of Performance Rating	Sheet	W,F	DA	00	MA Inst. 305
DA-125 *	5-1-72	Application for Butter Grading Service	Sheet	F	DA	I&G	918-10
DA-126	12-1-72	Butter Grading Gertificate	Set (8 Pt)	F	DA	I&G	Do.
DA-128	5-1-72	Warehouse Gondition Checklist	Sheet	F	DA	I&G	918-34
DA-129	12-1-72	Amendment to Grading Gertificate	Sheet	F	DA	I&G	
DA-131	1-15-57	Gheese Grading Gertificate	Set (8 Pt)	F	DA	I&G	918-20
DA-132 *	6-1-63	Gheese Grader's Memorandum	Sheet	F	DA	I&G	Do.
DA-134	8-15-67	Quality ReportProcess Gheese Cheese Foods	Sheet	W,F	DA	I&G	
DA-135	10-1-63	Plant Survey Status Record	Sheet	W	DA	I&G	
DA-136	5-75	Dry Milk Grading Gertificate	Set (10 Pt)	F	DA	I&G	918-31, 918-34
DA-137	4-1-74	Dry Milk Sampling and Test-Weight Report	Set (6 Pt)	F	DA	I&G	918-30, 918-72
DA-137a	4-1-74	Dry Milk Sampling and Test-Weight Report (Copy)	Sheet	F	DA	I&G	Do.
DA-139	12-1-72	Station Butter Grading Certificate	Set (7 Pt)	F	DA	I&G	918-10
DA-139-2	1-10-69	Station Butter Grading Gertificate	Set (7 Pt)	F	DA	I&G	Do.
DA-139-5	12-1-72	Station Butter Grading Gertificate	Set (7 Pt)	F	DA	I&G	Do.
DA-143	6-5-59	Report of Laboratory AnalysisSpecial Samples	Sheet	F	DA	I&G	
DA-144	12-1-72	Milk QualityDMCC Slides	Set (4 Pt)	F	DA	I&G	918-74
DA-149	4-1-67	Miscellaneous Dairy Products Sampling or Grading Memorandum	Set (6 Pt)	F	DA	I&G	918-41, 918-44, 918-51 918-53, 918-80
DA-151 (Page A)	10-75	Plant Survey Report	Set (6 Pt)	F	DA	I&G	918-70
DA-151-1 (Page B)	10-75	Plant Survey Report	Set (6 Pt)	F	DA	I&G	Do.
DA-151-2 (Page C)	10-75	Plant Survey Report	Set (6 Pt)	F	DA	I&G	Do.
DA-151-3 (Page D)	10-75	Plant Survey Report	Set (6 Pt)	F	DA	I&G	Do.
DA-151-4 (Page E)	10-75	Plant Survey Report	Set (6 Pt)	F	DA	I&G	Do.
DA-151-5 (Page EM)	10-75	Plant Survey Report (Gopy)	Pad (100)	F	DA	I &G	Do.
DA-151-6	10-75	Plant Survey Report Butter Pact	Sheet (2 pgs)	F	DA	I&G	Do.

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	DA INSTRUCTION NO.
DA-152	1-15-70	In-Process Inspection Certificate	Set (8 Pt)	F .	DA	I&G	918-12, 918-13, 918-2 918-23, 918-32, 918-3
DA-155	10-2-72	Application to Use Official Identification and Grade Labels	Sheet	W	DA	I&G	929-3
DA-159	12-1-72	Volume of Dairy Products Packaged With Official Grade Identification or Inspection Legend	Sheet	F	DA	I&G	918-10
DA-168	4-16-73	Surety Bond for Proper Performance of Duty under Farm Products Inspection Law	Sheet	W	DA	I&G	Do.
DA-171	5-1-72	Bill for Reimbursement for Services of Full-Time State Employees in Grading or Sampling Dairy Products	Sheet	F	DA	I&G	929-2
DA-174	5-1-73	Continuous Service Rendered	Set (4 Pt)	F	DA	I&G	929-2
DA-179	5-1-72	Recommendation for Licensing	Card	F	DA	I&G	923-1
DA-190	2-1-67	Qualified Cooperative Associations	Card	W	DA	CQ	
DA-214	11-3-69	Inspection and Laboratory Certificate	Set (8 Pt)	F	DA	I&G	918-37, 918-41, 918-4 918-51, 918-53, 918-8
DA-214-1	12-1-72	Inspection and Laboratory Certificate (Corn-Soya-Milk)	Set (8 Pt)	F	DA	I&G	918-60
DA-225	4-30-71	Dairy Products Grading Certificate	Bks (25 sets of 6)	F	DA	I &G	918-50

# FRUIT AND AND VEGETABLE DIVISION FORMS

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	FV INSTRUCTION NO
FV-3	3-1-67	Instructor's Lesson Plan	Sheet	F	FV	PPS&I	
FV-5	8-75	Imported Date Report	EA.	W	FV	FPS&I	
FV-8 *	11-75	Monthly Statement of Daily Shipments	Pad (50)	F	FV	MNS	
FV-9	8-1-72	Report to Market News Service (F&V)	Sheet	F	FV	MNS	
FV-9-1	1-14-66	Market Report on Potatoes, Onions, Cabbage, Turnips, and Rutabagas	Sheet	F	FV	MNS	
FV-15	12-3-73	PACA75 Arrearage (Form Letter)	Sheet	W	FV	Reg.	
FV-16	1-15-74	Notice of Hold Re-Examination	Sheet	F	FV	PPS&I	
FV-16-2	1-15-74	Notification to Food and Drug Administration	Sheet	F	FV	PPS&I	
FV-18 *	11-75	Division Monthly Statement of Daily Shipments	Pad (50)	F	FV	MNS	
FV-19	2-15-73	Complaints Handled	Sheet	W	FV	Reg.	
FV-21	4-6-64	Monthly Corrections (Add Monthly Shipments)	Sheet	W	FV	MNS	
FV-27	4-75	Inspection Certificate	Bks (50 sets of 3)	F	CS	FPS&I	
FV-27-1	4-75	Federal-State Inspection Certificate	Bks (50 sets of 3)	F	FV	FPS&I	
FV-28 *	8-1-72	Station Agent's Daily Running Record of Carload Shipments of Fresh Fruits or Vegetables	Pad (25)	F	FV	MNS	
FV-29 *	4-2-73	Agent's Report of Cars Waybilled	Card	F	FV	MNS	
FV-29-1 *	4-2-73	Agent's Report of Vans Waybilled	Card	F	FV	MNS	
FV-30	2-15-73	Follow-up on Form FV-29 (Postcard)	Card	W	FV	MNS	
FV-35	12-3-73	Reinstatement Notice (Form Letter)	Sheet	W	FV	Reg.	
FV-35-1	12-3-73	Termination Notice (Form Letter)	Sheet	W	FV	Reg.	
FV-38	no date	Follow-up on Form FV-11 (Form Letter)	Sheet	W	FV	MNS	
FV-39	10-15-74	Station Record Card	Card	W	FV	MNS	
FV-44	8-1-74	PACA Refund (Form Letter)	Sheet	W	FV	Reg.	
FV-47	10-75	Inspection Certificate	Set (7 Pt)	W,F	CS	FPS&I	
FV-48	6-15-72	Unloads	Card	W	FV	MNS	
FV-53	12-1-71	PACATransmittal of True Copy of Formal Reparation Complaint (Form Letter)	Sheet	W	FV	Reg.	
FV-55	11-15-73	Bi-Weekly Time Sheet	Pad (100)	F	CS	PPS&I	
FV-58	8-1-74	PACARetail Prospect (Form Letter)	Sheet	W	FV	Reg.	
FV-59	11-1-74	Daily Wire Report	Pad (100)	F	FV	MNS	
FV-60	5-75	Fruit and Vegetable Truck Arrivals at Market	Pad (100)	F	FV	MNS	
FV-62	4-25-66	Annual Price Summary (Fruits and Vegetables)	Sheet	W	FV	MNS	
FV-64	7-3-72	PACA Transmittal	Sheet	W	FV	Reg.	
FV-66	4-16-73	Memorandum Report of Inspection	Set (9 Pt)	F	cs	PPS&I	
FV-66-1	3-1-67	Work Sheet for Memorandum Report of inspection	Pad (100)	F	cs	PPS&I	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	FV INSTRUCTION NO.	
FV-70	10-75	Mainland Sugar Production and Marketing Report (Dom. Beet)	Sheet	F .	CS	MNS		
FV-72	1-76	Sugar Deliveries by Type of Buyer	Sheet	F	FV	MNS		
FV-89	5-75	Publications Not Sent (Form Letter)	Pad (100)	w	FV	Veg.		
FV-93	7-1-71	Revision of Mailing List	Card	W	FV	Veg.		
FV-94	5-1-73	Revision of Mailing List (Veg. Branch)	Card	W	FV	MNS		
F <b>V-</b> 98	2-75	Lower Rio Grande Valley Citrus Truck Report	Pad (100)	F	FV	MNS		
FV-99	2-75	Lower Rio Grande Valley Vegetables Truck Report	Pad (100)	F	FV	MNS		
FV-100 *	4-16-73	Weekly Report of Red Tart Cherries Received and Processed (Michigan)	Sheet	F	FV	MNS		
FV-100-1 *	3-15-73	Weekly Report of Red Tart Cherries Received and Processed (New York)	Sheet	F	FV	MNS		
FV-101	6-1-73	Date Inspection Report	Set (5 Pt)	F	FV	PPS&I		
FV-112	9-16-74	Fresh Inspection Billing	Sheet	W	FV	Adm. Off.		
FV-116 *	2-24-65	Weekly Report of Avocado and Lime Shipments by Handlers	Sheet	F	FV	MNS		
FV-140	2-15-73	Mold Count Record	Pad (100)	F	CS	PPS&I		
FV-141	1-2-73	Foreign Material Record	Pad (100)	F	CS	PPS&I		
FV-142	12-2-74	Sample Reliability Tests	Pad (100)	F	CS	PPS&I		
FV-145	5-75	Review of Labeling Material	Set (8 Pt)	W	FV	PPS&I		
FV-145b	11-1-72	Transmittal of Labeling Material	Pad (50)	F	FV	PPS&I		1
FV-146	7-1-61	Certificate of Quality and Condition (Processed Foods)	Set (8 Pt)	F	CS	PPS&I		
FV-146a	11-15-73	Certificate of Quality and Condition (Processed Foods)	Sheet	F	FV	PPS&I		
FV-147	2-75	Quality Assurance	Pad (100)	F	FV	PPS&I		
FV-149	5-31-66	Certificate of Quality and Condition (Processed Foods) (Continuous Inspection)	Pkg (200 sets of 8)	F	CS ·	PPS&I		
FV-149a	6-1-63	Certificate of Quality and Condition (Processed Foods) (Continuous Inspection) (Copy)	Pad (100)	F	CS	PPS&I	File 160-A-1	
FV-158	12-3-73	PACARenewal Fee Late-Application Needed (Form Letter)	Sheet	W	FV	Reg.		
FV-159 *	1-2-73	Application for Inspection of Unofficially Drawn Samples of Processed Food Products	Pad (100)	F	CS	PPS&I		
FV-168	10-15-73	Dumping Certificate	Set (5 Pt)	F	CS	FPS&I		
FV-171	2-15-68	Program Authorization	Sheet	W	FV	FPS&I		
FV-184	10-15-74	Federal-State Inspection Certificate	Bks (25 sets of 7)	F	FV	FPS&I		
FV-184-1	6-3-74	Federal-State Inspection Certificate	Bks (25 sets of 7)	F	FV	FPS&I		
FV-184-2	6-3-74	Federal-State Inspection Certificate	Bks (25 sets of 7)	F	FV	FPS&I		
FV-184 (Calif.)	2-1-73	Inspection Certificate	Bks (25 sets of 7)	F	FV	FPS&I		-

FORM NO.	DATE	TITLE	UNIT OF	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	FV INSTRUCTION NO.
FV-184a (Calif.)	2-1-73	Inspection Certificate	Sheet	F	FV	FPS&I	
FV-184 (Fla.) (Citrus)	5-1-73	Inspection Certificate	Bks (25 sets of 5)	F	FV	FPS&I	
FV-184 (Fla.) (Tomato)	6-1-73	Tomato Inspection Certificate	Bks (25 sets of 7)	F	FV	FPS&I	
FV-184 (Idaho)	1-75	Inspection Certificate	Bks (25 sets of 6)	F	FV	FPS&I	
FV-184 (Almonds)	10-1-65	Almond Inspection Certificate	Set (6 Pt)	F	FV	FPS&I	
FV-184a (Almonds)	10-1-65	Almond Inspection Certificate (Copy)	Sheet	F	FV	FPS&I	
FV-184 (Peaches)	8-1-72	Peach Inspection Certificate	Bks (25 sets of 7)	F	CS	FPS&I	
FV-184 (Peanuts)	4-15-74	Inspection Certificate	Set (6 Pt)	F	FV	FPS&I	
FV-184 (Pecans)	3-15-71	Inspection Certificate	Set (5 Pt)	F	FV	FPS&I	
FV-186	5-15-73	Inspection Certificate	Set (7 Pt)	F	FV	FPS&I	
FV-187	5-1-72	Notice of Sampling (Peanuts for Grade Chemical Analysis)	Set (7 Pt)	F	FV	FPS&I	
FV-188 *	4-17-72	Prune Form No. 1	Sheet	F	FV	sc	
FV-189 *	4-17-72	Prune Form No. 2	Sheet	F	FV	SC	
FV-190	11-1-72	Date Examination Report	Pad (100)	F	FV	PPS&I	
FV-191 *	11-1-68	Date Form No. 1	Sheet	F	FV	SC	
FV-192 *	4-30-71	Date Form No. 2	Sheet	F	FV	sc	
FV-195 (Fla.)	8-15-72	Inspection Certificate	Bks (50 sets of 3)	F	FV	FPS&I	
FV-195a (F1a.)	8-15-72	Canner's Report of Fresh Citrus Receipts	Bks (50 sets of 2)	F	FV	FPS&I	,
FV-196	7-15-74	Accountability of No-Sale A. Flavus Farmers Stock Peanuts	Sheet	F	FV	FPS&I	
FV-197	11-1-72	Raisin Form No. 1	Sheet	F	FV	SC	
FV-198	11-1-72	Raisin Form No. 2	Sheet	F	FV	SC	
FV-204	12-3-73	Preliminary Inspection Report	Bks (25 sets of 4)	F	cs	FPS&I	
FV-206	6-1-73	Shipping Clearance Report	Bks (25 sets of 3)	F	cs	FPS&I	
FV-206-6	3-15-74	Shipping Clearance Report	Bks (25 sets of 3)	F	FV	FPS&I	
FV-211 *	12-3-73	Application for LicensePACA	Sheet	F	FV	Reg.	
FV-211a *	10-2-72	PACAInformation Required Concerning Application (Form Letter)	Sheet	F	FV	Reg.	
FV-213-1 (Fresh)	10-1-74	Services Rendered to Other Federal Departments	Sheet	F	CS	FPS&I	
FV-217	3-17-69	Follow-up on Monthly Report of Fruits and Vegetables	Card	F	FV	MNS	
FV-218	11-15-73	Monthly Financial ReportFederal-State Inspections	Sheet	F	cs	FPS&I	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	FV INSTRUCTION NO.	
FV-220	12-3-73	PACAChange in Business Entity (Form Letter)	Sheet	W.	FV	Reg.		
FV-220-1	12-3-73	PACAChange Letter, No Date, Liability Statement (Form Letter)	Sheet	W	F	Reg.		
FV-222	8-1-74	PACAChange in Trade Name (Form Letter)	Sheet	W	FV	Reg.		
FV-227	7-3-72	Memorandum of ActionPACA	Sheet	W,F	FV	Reg.		
FV-228	7-3-72	Disciplinary Complaint ActionPACA	Sheet	W	FV	Reg.		
FV-230	12-3-73	Commercial Inspection Bill	Pad (100)	F	cs	PPS&I		
FV-231-1	12-3-73	Time Sheet for Commercial Inspection	Pad (100)	F	cs	PPS&I		
FV-231 *	12-3-73	License Certificates Issued Under thePACA	Set (4 Pt)	W	FV	Reg.		
FV-231 Pt. 1a	3-15-74	PACA License (Continuation Sheet)	Sheet	W	FV	Reg.		
FV-231 Pt. 2a	7-2-73	PACA License Renewal Application (Continuation Sheet)	Sheet	W	FV	Reg.		
FV-231 Pt. 4	4-1-66	PACA License Record Card	Sheet	W	FV	Reg.		
FV-233	3-75	Agent ID Card	Card	W	FV	Reg.		
FV-234	11-15-72	Notice of Correction	Sheet	F	cs	FPS&I		
FV-237	10-15-73	Record of Request for Reinspection of Food Products Inspection	Pad (100)	F	cs	FPS&I		
FV-253	12-3-73	PACAApplication Needed (Form Letter)	Sheet	W	FV	Reg.		
FV-255	10-1-71	PACAInvestigation Transmittal (Respondent) (Form Letter)	Sheet	W	FV	Reg.		
FV-256	10-1-71	PACAInvestigation Transmittal (Complainant) (Form Letter)	Sheet	W	FV	Reg.		
FV-272	9-16-74	Fruit and Vegetable Shipments by Seasons	Sheet	W	FV	MNS		
FV-291-1	10-2-72	Inspector's Notes	Pad (25 sets of 2)	F	CS	FPS&I		
FV-291-2	11-1-74	Inspector's Notes (Potatoes)	Sheet	F	FV	FPS&I		
FV-291-3	5-15-72	Inspector's Notes (Potatoes)	Sheet	F	FV	FPS&I		
FV-291-4	5-15-72	Inspector's Notes	Sheet	F	FV	FPS&I		
FV-292 *	9-75	Licensee's Application and Personnel Record	Card	W	FV	FPS&I		
FV-293	3-1-66	Licensee's Service Record	Set (3 Pt)	W,F	FV	FPS&I		
FV-294	7-15-66	Report on Sanitary Inspection	Pad (25 sets of 4)	F	cs	FPS&I		
FV-295	10-1-74	Report of Fresh Fruit and Vegetable Inspections	Set (6 Pt)	F	CS	FPS&I		
FV-297	10-1-71	Temporary Field Receipt	Bks (25 sets of 3)	F	FV	Reg.		
FV-303	7-15-74	Inspection Certificate	Set (8 Pt)	F	cs	FPS&I		
FV-311	6-75	Inspector's Notes	Sheet	F	FV	FPS&I		
FV-316	12-1-67	Correction of Shipments by Date	Sheet	W	FV	MNS		
FV-344	10-2-72	Summary of Inspections	Sheet	F	cs	FPS&I		
FV-345	12-17-73	Summary of Terminal Market Inspections	Sheet	F	cs	FPS&I		
FV-351 *	12-15-70	Weekly Apple Truck Shipments	Sheet	F	FV	MNS		

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	FV INSTRUCTION NO.
FV-354 *	11-75	Preliminary Statement of Facts under the Perishable Agricultural Commodities Act	Sheet	F	FV	Reg.	
FV-355	7-1-68	Cost Distribution Statement	Sheet	F	FV	MNS	
FV-356	11-15-72	Application for Inspection and Certificate of Sampling	Pad (100)	F	cs	PPS&I	
FV-358	12-1-72	Surety Bond	Sheet	F	FV	PPS&I	
FV-359	3-1-73	Monthly Report of Operations	Pad (100)	F	CS	PPS&I	
FV-360	2-15-73	Report of Interoffice Assignment	Pad '(100)	F	CS	PPS&I	
FV-362	7-2-73	Cannery Work Sheet (Grapefruit)	Pad (100)	F	FV	PPS&I	
FV-362-1	8-15-72	Cannery Work Sheet (Oranges)	Pad (100)	F	FV	PPS&I	
FV-363	2-16-70	Field Office Annual Survey	Booklet	F	FV	PPS&I	
FV-364	1-75	Inspection Worksheet	Pad (100)	F	CS	PPS&I	
FV-364-1	10-1-74	Score Sheet for Canned Apples	Pad (100)	F	CS	PPS&I	
FV-364-3	3-15-71	Score Sheet for Canned Apple Juice	Pad (100)	F	CS	PPS&I	
FV-364-4	8-15-74	Score Sheet for Canned Applesauce	Pad (100)	F	CS	PPS&I	
FV-364-5	2-14-72	Score Sheet for Canned Apricots	Pad (100)	F	CS	PPS&I	
FV-364-6	4-15-70	Score Sheet for Canned Asparagus	Pad (100)	F	cs	PPS&I	
FV-364-8	2-15-73	Score Sheet for Canned Green and Wax Beans	Pad (100)	F	cs	PPS&I	
FV-364-10	5-15-67	Score Sheet for Canned Beets	Pad (100)	F	cs	PPS&I	
FV-364-11	12-1-72	Score Sheet for Canned Blackberries and Other Similar Berries	Pad (100)	F	FV	PPS&I	
FV-364-13	2-16-70	Score Sheet for Canned Carrots	Pad (100)	F	cs	PPS&I	
FV-364-14	6-3-74	Score Sheet for Canned Red Tart Pitted Cherries	Pad (100)	F	cs	PPS&I	
FV-364-17	9-18-68	Score Sheet for Canned Cream Style Corn	Pad (100)	F	cs	PPS&I	
FV-364-18	5-15-67	Score Sheet for Canned Whole Kernel (Whole Grain) Corn	Pad (100)	F	cs	PPS&I	
FV-364-22	2-1-73	Score Sheet for Fruit Jelly	Pad (100)	F	cs	PPS&I	
FV-364-23	12-16-74	Score Sheet for Fruit Preserves (or Jams)	Pad (100)	F	CS	PPS&I	
FV-364-26	2-1-74	Score Sheet for Grapefruit Juice	Pad (100)	F	cs	PPS&I	
FV-364-28	11-16-72	Score Sheet for Grapefruit Juice and Orange Juice	Pad (100)	F	cs	PPS&I	
FV-364-44	7-2-73	Score Sheet for Canned Orange Juice	Pad (100)	F	cs	PPS&I	
FV-364-45	5-1-70	Score Sheet for Canned Concentrated Orange Juice	Pad (100)	F	cs	PPS&I	
FV-364-46	11-15-73	Score Sheet for Canned Clingstone or Freestone Peaches	Pad (100)	F	cs	PPS&I	
FV-364-48	11-15-73	Score Sheet for Peanut Butter	Pad (100)	F	cs	PPS&I	
FV-364-49	11-2-70	Score Sheet for Canned Pears	Pad (100)	F	cs	PPS&I	
FV-364-50	5-15-67	Score Sheet for Canned Peas	Pad (100)	F	cs	PPS&I	
FV-364-52	9-1-66	Score Sheet for Cucumber Pickles	Pad (100)	F	cs	PPS&I	
	12-3-73	Score Sheet for Canned Plums	Pad (100)	F	cs	PPS&I	

FORM NO.	EDITION	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE FV I	NSTRUCTION NO.	
FV-364-67	11-15-72	Score Sheet for Canned Sweetpotatoes	Pad (100)	F	CS	PPS&I		
FV-364-70	2-15-73	Score Sheet for Canned Tomatoes	Pad (100)	F	CS	PPS&I		
FV-364-71	5-15-73	Score Sheet for Tomato Catsup	Pad (100)	F	CS	PPS&I		
FV-364-72	6-15-71	Score Sheet for Canned Tomato Juice	Pad (100)	F	cs	PPS&I		
FV-364-73	6-15-71	Score Sheet for Tomato Paste	Pad (100)	F	CS	PPS&I		
FV-364-74	6-15-71	Score Sheet for Canned Tomato Puree (Tomato Pulp)	Pad (100)	F	CS	PPS&I		
FV-364-82	1-2-73	Work Sheet for Dried Prunes	Pad (100)	F	CS	PPS&I		
FV-364-86	6-14-57	Score Sheet for Frozen Asparagus	Pad (100)	F	CS	PPS&I		
FV-364-87	4-1-74	Score Sheet for Frozen Lima Beans	Pad (100)	F	CS	PPS&I		
FV-364-88	12-1-72	Score Sheet for Frozen Green Beans and Wax Beans	Pad (100)	F	CS	PPS&I		
FV-364-89	11-15-72	Score Sheet for Frozen Berries	Pad (100)	F	CS	PPS&I		
FV-364-90	7-2-73	Score Sheet for Frozen Blueberrries	Pad (100)	F	CS	PPS&I		
FV-364-91	6-3-74	Score Sheet for Frozen Broccoli	Pad (100)	F	CS	PPS&I		
FV-364-92	12-14-73	Score Sheet for Frozen Brussels Sprouts	Pad (100)	F	CS	PPS&I		
FV-364-93	5-15-74	Score Sheet for Frozen Carrots	Pad (100)	F	CS	PPS&I		
FV-364 <b>-</b> 94	12-16-74	Score Sheet for Frozen Cauliflower	Pad (100)	F	CS	PPS&I		
FV-364-95	11-15-73	Score Sheet for Frozen Red Tart Pitted Cherries	Pad (100)	F	CS	PPS&I		
FV-364-97	12-1-72	Score Sheet for Frozen Corn-on-the-Cob	Pad (100)	F	CS	PPS&I		4
FV-364-98	12-1-72	Score Sheet for Frozen Whole Kernel (or Whole Grain) Corn	Pad (100)	F	CS	PPS&I		
FV-364-100	10-1-70	Score Sheet for Frozen Concentrated Grapefruit Juice	Pad (100)	F	CS	PPS&I		
FV-364 <b>-1</b> 02	4-1-74	Score Sheet for Frozen Leafy Greens (Other than Spinach)	Pad (100)	F	CS	PPS&I		
FV-364-103	12-1-72	Score Sheet for Frozen Mixed Vegetables	Pad (100)	F	CS	PPS&I		
FV-364-104	11-15-72	Score Sheet for Frozen Okra	Pad (100)	F	CS	PPS&I		
FV-364-105	11-15-73	Score Sheet for Frozen Concentrated Orange Juice	Pad (100)	F	CS	PPS&I		
FV-364-107	5-28-59	Score Sheet for Frozen Peas	Pad (100)	F	CS	PPS&I		
FV-364-108	11-15-72	Score Sheet for Frozen Field Peas and Frozen Black-Eye Peas	Pad (100)	F	CS	PPS&I		
FV-364-110	7-10-57	Score Sheet for Frozen Raspberries	Pad (100)	F	CS	PPS&I		
FV-364-112	3-1-72	Score Sheet for Frozen Spinach	Pad (100)	F	CS	PPS&I		
FV-364-113	4-1-74	Score Sheet for Frozen Strawberries	Pad (100)	F	CS	PPS&I		
FV-364-114	12-1-72	Score Sheet for Frozen Squash (Summer Type)	Pad (100)	F	CS	PPS&I		
FV-364-118	5-1-70	Score Sheet for Tomato Sauce	Pad (100)	F	CS	PPS&I		
FV-364-120	7-2-73	Score Sheet for Concentrated Orange Juice for Manufacturing	Pad (100)	F	FV	PPS&I		
FV-364-122	8-1-72	Score Sheet for Frozen French Fried Potatoes	Pad (100)	F	CS	PPS&I		
FV-364-123	12-1-72	Score Sheet for Frozen Peas and Carrots	Pad (100)	F	CS	PPS&I		1

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	FV INSTRUCTION NO.
FV-364-141	2-15-73	Score Sheet for Orange Juice from Concentrate	Pad (100)	F	CS	PPS&I	
FV-364-142	2-15-73	Score Sheet for Pasteurized Orange Juice	Pad (100)	F	CS	PPS&I	
FV-364-154	6-3-74	Defect Tally Sheet for Frozen Asparagus	Pad (100)	F	CS	PPS&I	*
FV-364-155	7-15-70	Defect Tally Sheet for Canned Leafy Greens	Pad (100)	F	CS	PPS&I	
FV-364-156	2-14-72	Defect Tally Sheet for Canned Spinach	Pad (100)	F	CS	PPS&I	
FV-364-158	6-15-71	Score Sheet for Concentrated Tomato Juice	Pad (100)	F	CS	PPS&I	
FV-364-160	3-75	Defect Tally Sheet for Frozen Green and Wax Beans	Pad (100)	F	CS	PPS&I	
FV-364-161	5-15-74	Defect Tally for Frozen Strawberries	Pad	F	CS	PPS&I	
FV-364-162	6-3-74	Defect Tally Sheet for Frozen Peas	Sheet	F	CS	PPS&I	
FV-364-164	3-75	Defect Tally Sheet for Frozen Broccoli	Pad	F	CS	PPS&I	
FV-364-165	(Draft)	Defect Tally Sheet for Frozen Raspberries	Sheet	F	FV	PPS&I	
FV-365-1 (Part I)	5-1-73	Plant Survey	Booklet	F	FV	PPS&I	
FV-366	9-3-74	Basic Level Training Program Record	Booklet	F	FV	PPS&I	
FV-370	9-4-73	Application and Contract of Agreement for Pack Certification Service	Booklet	F	FV	PPS&I	
FV-372 *	8-1-72	Daily Report of Arrivals, on Track Diversions and Unloads	Pad (100)	F	FV	MNS	
FV-373	10-1-73	PACA Complaint Status	Sheet	W,F	FV	Reg.	
FV-374	9-2-74	Canned Ripe Olive Size Worksheet	Pad (100)	F	FV	PPS&I	
FV-375	9-2-74	In-line Score Sheet for Chopped and Sliced Olives	Pad (100)	F	FV	PPS&I	
FV-376	6-1-73	In-line Score Sheet for Ripe Olives	Pad (100)	F	FV	PPS&I	
FV-380	9-30-66	Worksheet for Non-Food Component Samples	Pad (100)	F	CS	PPS&I	
FV-381	11-1-67	Record of Collections	Sheet	W	FV	Adm. Off.	
FV-385	9-16-74	Monthly Recapitulation Sheet	Sheet	W	FV	MNS	
FV-390	9-4-73	Application and Contract of Agreement for Continuous Inspection Service	Booklet	F	FV	PPS&I	
FV-391	4-16-73	Application and Contract of Agreement for Continuous Inspection Service (Fla.)	Sheet	F	FV	PPS&I	
FV-394	3-15-74	Market News Station Activities	Sheet (4 pgs)	F	FV	MNS	
FV-396-11	1-15-74	Abridged Inspection Certificate	Sheet	F	FV	FPS&I	
FV-397	9-1-75	Preliminary Restricted Report	Bks (50 sets of 2)	F	CS	FPS&I	
FV-400	4-22-59	License Fee Deposit Record	Sheet	W	FV	Reg.	
FV-401	12-3-73	PACAAcknowledging Fee for Terminated Licenses (Form Letter)	Sheet	W	FV	Reg.	
FV-401-2	12-3-73	PACAAcknowledging Various Fees for Terminated Licenses (Form Letter)	Sheet	W	FV	Reg.	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	FV INSTRUCTION NO.
FV-405	2-1-73	Inspection Record	Pad (100)	W	FV	PPS&I	
FV-406	4-16-73	Monthly Change List to Contract Processing Plants	Sheet	W	FV	PPS&I	
FV-416	1-3-67	Daily Inspection Report	Set (6 Pt)	F	CS	PPS&I	
FV-416a	1-3-67	Daily Inspection Report (Copy)	Pad (100)	F	CS	PPS&I	
FV-416-1	4-2-73	Sanitation Score Sheet for Canned Food Processing Plants	Pad (100)	F	CS	PPS&I	
FV-416-2	7-2-73	Sanitation Score Sheet for Frozen Food Processing Plants	Pad (100)	F	CS	PPS&I	
FV-416-3	7-2-73	Sanitation Score Sheet for Citrus Processing Plants	Pad (100)	F	CS	PPS&I	
FV-416 (Fla. Citrus)	2-1-74	Daily Inspection Record	Set (7 Pt)	F	FV	PPS&I	
FV-416a (Fla Citrus)	10-15-73	Daily Inspection Record (Copy)	Sheet	F	FV	PPS&I	
FV-418 (Fla.)	7-1-66	Transfer Clearance Receipt	Bks (50 sets of 4)	F	FV	FPS&I	
FV-418-1	12-75	Transfer Clearance Receipt (Florida)	Bks (25 sets of 5)	F	FV	FPS&I	
FV-419	8-15-72	Certificate of Loading	Set (8 Pt)	F	CS	PPS&I	145-A-7
FV-419a	12-15-72	Certificate of Loading (Copy)	Pad (100)	F	CS	PPS&I	
FV-420	1-2-73	Loading Report	Pad (100)	F	CS	PPS&I	
FV-425	9-75	Report of Regulatory Agency Inspection	Sheet	F	CS		
FV-432 (Fla.)	8-15-72	Inspection Certificate for Processing Plants	Bks (50 sets of 5)	F	FV	FPS&I	
FV-440	6-1-73	Request for Inspection	Pad (100)	F	CS	PPS&I	
FV-448	6-15-72	Inspection Certificate	Bks (25 sets of 4)	F	CS	FPS&I	
FV-449	11-15-73	Memorandum of Inspection	Bks (25 sets of 4)	F	CS	FPS&I	
FV-459	4-1-74	Report of Fresh Fruit and Vegetable Inspection	Bks (25 sets of 4)	F	CS	FPS&I	
FV-459-1	7-3-72	Report of Fresh Fruit and Vegetable Inspection	Bks (25 sets of 4)	F	CS	FPS&I	
FV-467 *	12-31-66	Report of Cold Storage Holdings of Selected Fresh Fruits and Vegetables as of	Sheet .	F	FV	MNS	
FV-467 <b>-</b> 1 *	12-31-66	Report of Cold Storage Holdings of Grapes	Sheet	F	FV	MNS	
FV-468	12-16-74	Application for License to Sample Processed Foods	Sheet	F	FV	PPS&I	
FV-475	4-1-63	Daily Shipments	Card	W	FV	MNS	
FV-477	3-1-68	FV-29 Summary	Card	W	FV	MNS	
FV-479	2-15-73	PACAShort Form Prospect Letter (Wash.) (Form Letter)	Sheet	W	FV	Reg.	
FV-485	7-1-70	Federal-State Inspector's Transfer Record	Set (4 Pt)	F	FV	FPS&I	
FV-489	2-17-69	Memorandum Report of Inspection for Processed Raisins	Bks (25 sets of 5)	F	FV	PPS&I	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	FV INSTRUCTION NO.
FV-490	5-1-72	Memorandum Report of Inspection for Unprocessed (Natural Condition) Raisins	Bks (25 sets of 5)	F	FV	PPS&I	
FV-494	11-1-71	Memorandum Report of Inspection for Imported Dates (White)	Pad (100)	F	FV	PPS&I	
FV-498-1 *	8-75	Weekly Report of Berries Received for Processing (Form Letter)	Sheet	F	FV	MNS	
FV-498-2 *	4-16-73	Weekly Report of Asparagus and Berries Received for Processing (Form Letter)	Sheet	F	FV	MINS	
FV-500	8-15-72	Guide Sheet for Typing Handbook Camera Copy	Sheet	W	FV	FPS&I	



# GRAIN DIVISION FORMS

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	GR INSTRUCTION NO.
GR-1	6-75	Work Record	Sheet	F	GR	Insp.	
GR-2	7-75	Reprint Request Jacket	Sheet	W	GR	Seed	
GR-3	9-75	Variety Description	Card	W	GR	PVPO	
GR-99	6-75	Balance Checktest	Sheet	F	GR	Stz.	
GR-100	6-75	Boerner Divider Checktest	Sheet	F	GR	Stz.	
GR-102	10-74	Rice Inspection Certificate (Round-Lot Inspection)	Set (7 Pt)	F	CS	Insp.	
GR-105 (Federal)	9-30-66	Hay Inspection Certificate	Set (7 Pt)	F	GR	Insp.	Hay Inspector's Manua Jan. 1950
GR-106	5-15-69	Pea or Lentil Lot Export Inspection Certificates	Set (8 Pt)	F	CS	Insp.	
GR-107	10-1-68	Pea or Lentil Lot Inspection Certificate	Set (6 Pt)	F	GR	Insp.	HB-1
GR-109	3-1-66	Lot-Grade Analysis for Peas and Lentils	Card	F	GR	Insp.	
GR-111	12-14-73	Sample-Dockage Analysis for Peas and Lentils	Set (2 Pt)	F	GR	Insp.	
GR-112	8-16-71	Rough Rice Inspection Certificate (Lot Inspection)	Set (9 Pt)	F	GR	Insp.	918-2
GR-115	2-11-63	Inspector's License Record	Sheet	W,F	GR	Insp.	
GR-116	12-3-73	Commodity Examination Certificate	Set (7 Pt)	F	CS	Insp.	918-7, 918-2
R-120	10-75	Checktesting Mechanical Samplers (Form Letter)	Sheet	F	GR	Insp.	
R-125	11-15-71	Test Results	Sheet	F	GR	Seed	961-3
GR-127	6-1-72	Inspection of Records (Under the Federal Seed Act)	2 pages	F	GR	Seed	Do.
GR-129	2-75	Notice of Apparent ViolationFederal Seed Act	Set (5 Pt)	F	GR	Seed	
GR-130	5-15-74	Pea or Lentil Sample Inspection Certificate	Set (7 Pt)	F	GR	Insp.	
GR-132	5-15-72	Inspection Report	Sheet	F	CS	Insp.	929-1
GR-133	4-3-72	Commodity Inspection Certificate	Set (6 Pt)	F	CS	Insp.	918-7
GR-140	12-2-74	DecalGrain Division	Sheet	F	GR	ADM	
GR-144	5-31-66	Variety Trial Notes	Card	W	GR	Seed	
GR-145	3-76	Application for Committment Grading Service	Sheet	F	GR	Insp.	
GR-146	12-16-74	Clerical Workload and Staffing Worksheet	Sheet	W	GR	ADM	
GR-149	10-16-72	Sampling Ticket	Card	F	CS	Insp.	918-6
GR-150	7-75	Services Performed Accounting Report	Set (4 Pt)	F	CS	Insp.	HB-2, 918-2
GR-150 (Pt 4)	7-75	Services Performed Accounting Report	Sheet	F	CS	Insp.	
GR-153	5-1-73	Corrective Action Report	Pad (100)	F	CS	Insp.	918-9
GR-161	4-3-72	Warehouseman's Sample Lot Inspection Service Contract	Sheet	F	CS	Insp.	918-6, Aux. 6
GR-162 *	8-14-70	Application for Inspection of U.S. Grain in Canadian Ports	Set (4 Pt)	F	GR	Insp.	917-3
GR-164	10-2-72	Sampler Condition Report	Sheet	F	CS	Insp.	916-6, 918-10
GR-166	8-75	Applicant Number Data Card	Card	F	GR	Admin.	420-1

<sup>\*</sup> OMB cleared.

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	GR INSTRUCTION NO.
GR-168	5-15-73	Contract for Appeal Sampling Services	Sheet	F	CS	Insp.	906-1
GR-177 *	7-75	Alfalfa Meal Monthly Report	Sheet	F	GR	Mkt. News	
GR-180	11-1-66	Report of Apparent Violation	Pad (50)	F	CS	Insp.	918-15
GR-185	6-14-74	Rice Sampler Ticket	Bks (50 sets of 3)	F	CS	Insp.	918-2, 917-3
GR-187	9-4-74	Rough Rice Inspection Certificate (Calif.) (Sample Inspection)	Set (9 Pt)	F	GR	Insp.	918-2
GR-187a	2-1-66	Rough Rice Inspection Certificate (Calif.) (Sample Inspection) (Copy)	Sheet	F	GR	Insp.	
GR-188	9-4-74	Rice Inspection Certificate (Calif.) (Lot Inspection)	Set (10 Pt)	F	GR	Insp.	918-2
GR-188a	9-4-74	Rice Inspection Certificate (Calif.) (Lot Inspection) (Copy)	Pad (100)	F	GR	Insp.	Do.
GR-189	9-1-72	Grain Sample Ticket	Set (3 Pt)	F	CS	Insp.	918-6, 923-1, 929-2
GR-196	3-75	Motomco Check Test Summary	Sheet	F	CS	Stz.	916-6
GR-199	6-15-73	Hop Inspection Certificate (Lot Inspection)	Set (8 Pt)	F	GR	Stz.	918-1, Hop Inspection Manual, 7-1-51
GR-201 *	4-16-73	Application for Inspection Under the AMA of 1946	Pad (50 sets of 2)	F	CS	Stz.	918-2, 917-3
GR-202 *	10-2-72	Application for Appeal Inspection or Board Appeal Inspection Under the United States Grain Standards Act	Set (3 Pt)	F	CS	Stz.	918-6, 917-3
GR-206	2-1-71	Hop Inspection Certificate (Sample Inspection)	Set (7 Pt)	F	GR	Stz.	918-1, Hop Inspection Manual, 7-1-51
GR-209	4-1-69	Seed Inspector's Report	Pad (25 sets of 3)	W	GR	Seed	961-3
GR-214	12-3-73	Moisture Tests by Electric Moisture Meter	Sheet	F	CS	Insp.	
GR-224	6-16-67	Ash Determination	Sheet	F	GR	Insp.	
GR-226	11-1-72	Grain Cargoes Inspected for Export	Sheet	F	CS	Insp.	929-1
GR-233	6-1-72	Seed Analysis Card	Card	F	GR	Seed	961-1, 961-3
GR-237	4-2-73	Seed Offered for Importation Under Federal Seed Act	Set (5 Pt)	F	GR	Seed	961-1
GR-239	12-2-74	Authorization to Use Mechanical Sampler for Sampling	Sheet	F	CS	Insp.	916-6
GR-240	12-20-55	Score Card for Baled Hay	Card	F	GR	Insp.	
GR-243	7-1-63	Moisture Determination (Two-Stage Oven Method)	Sheet	F	GR	Insp.	
GR-243-1	11-15-72	Moisture Determination (Oven Method)	Sheet	F	GR	Insp.	
GR-244	8-75	Sanitation Inspection Report (Processed Products)	Pad (100)	F	GR	Insp.	Manual HB 918-4
GR 245	8-75	Sanitation Inspection Report (Beans, Peas, and Lentils)	Pad (100)	F	GR	Insp.	Do.
GR-246	8-75	Sanitation Inspection Report (Overpacker)	Pad (100)	F	GR	Insp.	Do.
GR-247	12-3-73	Bean Inspection Certificate (Lot Inspection)	Set (8 Pt)	F	CS	Insp.	918-5, Bean Inspection Manual
GR-247 (Denver)	9-15-72	Bean Inspection Certificate (Lot Inspection)	Set (9 Pt)	F	GR	Insp.	

<sup>\*</sup> OMB cleared.

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	GR INSTRUCTION NO.
GR-247 (Idaho)	3-15-71	Bean Inspection Certificate (Lot Inspection)	Set (9 Pt)	F	GR	Insp.	
GR-247 (Mich.)	2-1-71	Bean Lot Inspection Certificate	Set (9 Pt)	F	GR	Insp.	
GR-253	5-75	Stowage Examination Worksheet	Sheet	F	GR	Insp.	
GR-258	8-1-72	Field Shipping TagPostage & Fees Paid No Preprinted Address	Tag	F	CS	Insp., Seed, Stz.	
GR-258-6	5-75	Field Shipping TagKansas City, MO	Tag	F	GR	Insp., Seed, Stz.	
GR-263	12-3-73	AMA Inspection Report	Sheet	F	CS	Insp.	929-6
GR-266	4-17-72	Grain License	Set (6 Pt)	F	GR	Insp.	923-2
GR-281	10-16-72	Shipping TagBoard of Appeals and ReviewPostage & Fees Paid (Yellow)	Tag	F	CS	Stz., Bar	917-3
GR-282	3-75	Shipping TagCommodity Testing Section (Green)	Tag	F	CS	Insp.	
GR-282-1	11-1-72	Shipping TagCommodity Testing Section (Red)	Tag	F	CS	Insp.	
GR-282-2	8-75	Shipping TagCommodity Testing Section (Blue)	Tag	F	CS	Insp.	
GR-282-3	11-1-72	Shipping TagCommodity Testing Section (White)	Tag	F	CS	Insp.	
GR-282-4	8-75	Shipping TagCommodity Testing Section (White with Border)	Tag	F	CS	Insp.	
GR-291	2-1-71	Commodity Inspection Certificate (Sample Inspection)	Set (9 Pt)	F	CS	Insp.	918-7, 918-11
GR-292	4-2-73	Commodity Inspection Certificate (Lot Inspection)	Set (9 Pt)	F	CS	Insp.	Do.
GR-294	9-4-74	Bean Lot Inspection Certificate (Calif.)	Set (9 Pt)	F	GR	Insp.	
GR-304	9-19-58	Release Form (Form Letter)	Sheet	F	GR	Seed	
GR-315	4-1-65	Supplemental Hop Inspection Certificate	Set (6 Pt)	F	GR	Insp.	
GR-331	12-3-73	Pseudoisochromatic Plates Score Sheet	Pad (50)	W	GR	Insp.	
GR-333 *	12-75	Application for License United States Grain Standards Act	Sheet	F	CS	Insp.	923-2, 918-6
GR-336	9-4-74	Bean Sample Inspection Certificate (Calif.)	Set (7 Pt)	F	GR	Insp.	918-5, Bean Inspection
GR-337	9-1-71	Supervision and Expense Report (Imported Seed)	Pad (30 sets of 3)	F	GR	Seed	961-1
GR-338	5-15-74	Record of Complaint	Set (5 Pt)	F	GR	Seed	961-3
GR-339	10-74	Rice Inspection Certificate (Sample Inspection)	Set (7 Pt)	F	CS	Insp.	918-2
GR-340	9-16-74	Pea or Lentil Sample Inspection Certificate (Wash.)	Set (8 Pt)	F	CS	Insp.	
GR-341	11-1-68	Pea or Lentil Sample Inspection Certificate (Wash.)	Set (8 Pt)	F	CS	Insp.	
GR-342	4-2-73	Pea or Lentil Lot Export Inspection Certificate	Set (8 Pt)	F	CS	Insp.	
GR-344	7-1-74	Invoice for Services	Set (3 Pt)	W,F	cs	Insp.	
GR-349	2-17-64	Hop Laboratory Ticket	Sheet	F	GR	Insp.	
		Seed Laboratory Register	Sheet	F	GR	Seed	961-1

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	GR INSTRUCTION NO.
GR-351	5-1-70	Determination of Fat Content	Sheet	F -	GR	Insp.	
GR-352	1-2-69	Summary of Weekly Prices	Sheet	F	GR	Mkt. News	
GR-352-1	1-2-69	Summary of Daily Prices	Sheet	F	GR	Mkt. News	
GR-357 *	10-1-65	Application for License	Sheet	F	GR	Insp.	
GR-358	9-2-74	Tests Made & Samples Received	Sheet	W,F	GR	Seed	
GR-359	9-2-74	Request Inspection of Records, FSA	Sheet	F	GR	Seed	961-3
GR-360	9-2-74	Jobber's Certificate	Sheet	F	GR	Seed	961-3
GR-361	9-2-74	Supplemental DataInterstate Shipment	Sheet	F	GR	Seed	961-3
GR-362	4-1-74	Request to Board of Grain Supervisors	Pad (100)	F	CS	Insp.	917-3
GR-363	2-76	Progress ReportOn-the-Job Training	Booklet	F	CS	Asst. to Director	
GR-366	9-4-74	Sample Inspection Certificate	Set (9 Pt)	F	CS	Insp.	
GR-368	8-75	Report of Investigation	Sheet	W	GR	Seed	961-3
GR-370	2-15-54	Enforcement of Federal Seed Act	Card	W	GR	Seed	
GR-371	8-15-74	Summary of Facts and Evidence	Sheet	W	CS	Seed	
GR-375	9-15-74	Seed Analysis Certificate (Sample Inspection)	Set (6 Pt)	F	GR	Seed	918-4
GR-380	1-15-73	Ship Loading Log	Pkg. (50 sets of 3 Pt)	F	CS	Insp.	918-6
GR-382	3-15-73	Bean Sampler Ticket	Set (3 Pt)	F	CS	Insp.	918-5, Bean Inspection Manual
GR-383 *	9-3-68	Brewers' Dried Grains Monthly Report	Sheet	W	GR	Mkt. News	
GR-384	5-75	Combined Lot Loading Log	Sheet	F	CS	Insp.	
GR-388 *	9-3-68	Distillers' Dried Grains Monthly Report	Sheet	W	GR	Insp.	
GR-389	10-75	Application and Contract of Agreement for Continuous Inspection Service	Sheet	F	GR	Insp.	
GR-390	1-3-72	Affidavit	Sheet	F	GR	Insp.	961-3
GR- 39 1	12-3-73	Sieve Checktest	Set (2 Pt)	CS		Stz.	918-6
GR-401	12-16-74	Questionnaire for Proposed Diverter Type Mechanical Sampler Installation	Sheet	F	CS	Insp.	916-6
GR-401-1	9-15-69	Questionnaire for Proposed Woodside Type Mechanical Sampler Installation	Sheet	F	GR	Insp.	
GR-404	12-3-74	Dockage TesterComparative Checktesters	Sheet	F	CS	Stz.	916-6
GR-406	9-2-69	Comparative Checktest of WeightPer- Bushel Apparatus	Sheet	F	CS	Stz.	916-6
GR-407	10-2-72	Barley Pearler Check Test Summary	Set (2 Pt)	F	CS	Stz.	918-6, 916-6
GR-408	5-15-72	Official Grain Inspection Certificate ExportOfficial Sample Lot- Lot Inspection	Set (8 Pt)	F	CS	Insp.	Do.
GR-408-1	7-1-70	Official Grain Inspection Certificate Sample-Lot Inspection (Divided- Original)	Set (7 Pt)	F	CS	Insp.	Do.
GR-409	7-1-70	Official Grain Inspection Certificate Official Sample-Lot Inspection	Set (7 Pt)	F	GR	Insp.	Do.
GR-410	7-1-70	Official CertificateSubmitted Sample Inspection (Canada)	Set (7 Pt)	F	GR	Insp.	Do.

<sup>\*</sup> OMB cleared.

	FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	GR INSTRUCTION NO.
G	R-411	5-15-72	Official Inspection Certificate Stowage Examination	Set (8 Pt)	F	cs	Insp.	Do.
G	R-412	5-1-73	Official Certificate	Set (7 Pt)	F	GR	Insp.	Do.
G	R-413	8-1-73	Official Grain Inspection Certificate (Export)Official SampleLot Inspection	Set (8 Pt)	F	CS	Insp.	Do.
G	R-413-1	8-1-74	Official Grain Inspection Certificate Official SampleLot Inspection (Divided Original)	Set (7 Pt)	F	CS	Insp.	Do.
G	R-414	5-15-72	Official Grain CertificateOfficial Sample-Lot Inspection	Set (8 Pt)	F	CS	Insp.	ро.
G	R-415	9-16-74	Official Grain Inspection Certificate Warehouseman's Sample-Lot Inspection	Set (8 Pt)	F	CS	Insp.	Do.
G	R-416	12-3-73	Official CertificateSubmitted Sample Inspection	Set (8 Pt)	F	CS	Insp.	Do.
G	R-417	12-3-73	Official CertificateStowage Examination	Set (8 Pt)	F	CS	Insp.	Do.
G	R-418	5-15-72	Official Certificate	Set (8 Pt)	F	CS	Insp.	Do.
G	R-420	4-17-72	Promotion Score Worksheet	Sheet	F	GR		
G	R-470 *	1-76	Application for Plant Variety Protection Certificate	Sheet	W,F	GR	PVPO	
G	R-470-1 *	4-3-72	Objective Description of Variety (Lettuce)	Sheet	W	GR	PVPO	
G	R-470-2 *	7-3-72	Objective Description of Variety (Soybean)	Sheet	W	GR	PVPO	
G	R-470-3 *	9-1-72	Objective Description of Variety (Agrotricum)	Sheet	W	GR	PVPO	
G	R-470-4 *		Objective Description of Variety (Cowpea)	Sheet	W	GR	PVPO	
G	R-470-5 *	11-1-72	Objective Description of Variety (Barley)	Sheet	W	GR	PVPO	
G	R-470-6 *	2-15-73	Objective Description of Variety (Wheat)	Sheet	W	GR	PVPO	
G	R-470-7 *	7-2-73	Objective Description of Variety (Aster)	Sheet	W	GR	PVPO	
G	R-470-8 *	10-2-72	Objective Description of Variety (Cotton)	Sheet	W	GR	PVPO	
G	R-470-9 *	8-15-72	Objective Description of Variety (Marigold)	Sheet	W	GR	PVPO	
G	R-470-10 *	8-15-72	Objective Description of Variety (Beet/Chard)	Sheet	W	GR	PVPO	
G	R-470-11 *	9-1-72	Objective Description of Variety (Calendula)	Sheet	W	GR	PVPO	
G	R-470-12 *	11-15-72	Objective Description of Variety (Bean)	Sheet	W	GR	PVPO	
G	R-470-13 *	10-16-72	Objective Description of Variety (CalifPoppy)	Sheet	W	GR	PVPO	
G	R-470-14 *	5-15-74	Objective Description of Variety (Peas)	Sheet	W	GR	PVPO	
G	R-470-15 *	11-1-72	Objective Description of Variety (Lima Beans)	Sheet	W	GR	PVPO	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	GR INSTRUCTION NO.
GR-470-16 *	2-1-73	Objective Description of Variety (Onions)	Sheet	W	GR	PVPO	
GR-470-17 *	1-2-73	Objective Description of Variety (Rice)	Sheet	W	GR	PVPO	
GR-470-18 *	1-15-73	Objective Description of Variety (Bluegrass)	Sheet	W	GR	PVPO	
GR-470-19 *	1-15-73	Objective Description of Variety (Watermelon)	Sheet	W	GR	PVPO	
GR-470-20 *	12-16-74	Objective Description of Variety (Pumpkin, Squash)	Sheet	W	GR	PVPO	
GR-470-21 *	1-15-73	Objective Description of Variety (Zinnia)	Sheet	W	GR	PVPO	
GR-470-22 *	2-15-73	Objective Description of Variety (Safflower)	Sheet	W	GR	PVPO	
GR-470-23 *	11-15-73	Objective Description of Variety (Verbena Spp)	Sheet	W	GR	PVPO	
GR-470 <del>-</del> 24 *	5-15-73	Objective Description of Variety (Dahlia)	Sheet	W	GR	PVPO	
GR-470 <del>-</del> 25 *	1-76	Objective Description of Variety (Sweetpeas)	Sheet	W	GR	PVPO	
GR-470-26 *	5-15-73	Objective Description of Variety (Snapdragon)	Sheet	W	GR	PVPO	
GR-470-27 *	5-15-73	Objective Description of Variety (Nasturtium)	Sheet	W	GR	PVPO	
GR-470-28 *	2-15-74	Objective Description of Variety (Corn)	Sheet	W	GR	PVPO	
GR-470-29 *	6-17-74	Objective Description of Variety (Peanuts)	Sheet	W	GR	PVPO	
GR-470-30 *	7-1-74	Objective Description of Variety (Cauliflower)	Sheet	W	GR	PVPO	
GR-470-31 *	12-16-74	Objective Description of Variety (Tobacco)	Sheet	W	GR	PVPO	
GR-470-32 *	2-75	Objective Description of Variety (Alfalfa)	Sheet	W	GR	PVPO	
GR-470-33 *	8-75	Objective Description of Variety (Triticale)	Sheet	W	GR	PVPO	
GR-470-35 *	1-76	Objective Description of Variety (Oat)	Sheet	W	GR	PVPO	
GR-473	9-15-72	Fee for Search or Examination (Form Letter)	Sheet	W	GR	PVPO	
GR-475	9-15-72	Fee for Allowance and Issuance of Certificate (Form Letter)	Sheet	W	GR	PVPO	
GR-482	1-15-69	Pea and Lentil Sample Ticket	Set (3 Pt)	F	CS	Insp.	HB-1
GR-554	4-75	Update Transmittal Sheet	Sheet	W	GR	Insp.	
GR-555	4-75	Exception/Selection Card Sheet	Sheet	W	GR	Insp.	

# LIVESTOCK DIVISION FORMS

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	LS INSTRUCTION NO.
LS-5	5-15-72	Agricultural Products Grading Certificate	Bks (25 sets of 4)	F	LS	MG	AMS-CRC Handbook
LS-5-1	8-1-74	Agricultural Products Acceptance Certificate	Bks (25 sets of 5)	F	LS	MG	Do.
LS-5-2	12-75	Biweekly Agricultural Products Grading Certificate	Set (4 Pt)	F	LS	MG	
LS-8	5-15-72	Grader's Work Performance Record	Pad (100)	F	LS	MG	LS 929 (MG)-5, Rev. 5
LS-9	9-4-73	Livestock Acceptance Certificate	Bks (25 sets of 5)	F	LS	MN	AMS-CRC Handbook
LS-9a	4-17-72	Livestock Acceptance Certificate (Copy)	Sheet	F	LS	MN	Do.
LS-11	3-1-63	Confirmed Feedlot and Range Sales	Sheet	F	LS	MN	933 (MN)-3
LS-18	1-2-64	Correlation Sheet	Sheet	F	LS	MG	
LS-24	10-2-72	Basic Chart	Sheet	W,F	LS	MN	
LS-39 *	11-1-72	Receipts of Livestock	Card	W	LS	MN	
LS-57	9-15-72	Daily Assignments Call Sheet	Sheet	F	LS	MG	LS 929 (MG)-5, Rev. 5
LS-58	9-17-73	Grader's Work Report	Sheet	F	LS	MG	Do.
LS-106	10-1-73	Beef Carcass Evaluation Report	Bks (25 sets of 4)	F	LS	MG	918 (MG)-1
LS-106-1	9-4-73	Carcass Data Service (Beef)	Set (3 Pt)	F	LS	MG	Do.
LS-106-2	7-15-73	Carcass Data Service Worksheet (Beef)	Bks (50 sets of 2)	F	LS	MG	Do.
LS-107	7-15-71	Slaughter Cattle Evaluation	Card	F	LS	MN	
LS-109	8-2-71	Carcass Weights by Species	Sheet	W	LS	MG	AMS-CRC Handbook
LS-175	9-4-74	Wholesale Meat Quotations	Sheet	W,F	LS	MN	933 (MN)-12
LS-175-1	3-75	Wholesale Meat Quotations	Sheet	W,F	LS	MN	Do.
LS-176	10-75	Fabricated Beef Quotations Carlot-Volume	Sheet	F	LS	MN	Do.
LS-176-1	2-15-73	Fabricated Beef Quotations Carlot-Volume by Year	Sheet	F	LS	MN	933 (MN)-12
LS-182	6-1-73	Daily Actual Stockyards Receipts of Livestock	Sheet	W,F	LS	MN	933 (MN)-15
LS-182-1	9-15-72	Actual Auction Receipts of Livestock	Sheet	F	LS	MN	Do.
LS-214	5-1-72	Livestock Detailed Quotations (Weekly)	Sheet (2)	F	LS	MN	933 (MN)-12
LS-214-1	8-16-71	Livestock Detailed Quotations (Annual)	Sheet (2)	F	LS	MN	Do.
LS-230	7-1-68	Livestock Market ReportHogs	Sheet	F	LS	MN	
LS-248	1-4-65	Dressed MeatsFresh and Cured Pork Cuts and Lard, and Packer Dressed Pork Carcass: Average Wholesale Price per 100 Pounds	Sheet	W	LS	MN	
LS-256	2-15-74	Annual Inventory of Meat Grading Equipment	Sheet	F	LS	MG	916 (MG)-1
LS-260	7-1-71	Application for Samples Representative of the Official Grease Mohair Standards (Form Letter)	Sheet	F	LS	Stz.	
LS-261	7-1-71	Official Standards of the U.S. for Grades of Grease Mohair	Each	F	LS	Stz.	
LS-262		Application for Samples Representative of the Official Mohair Top Standards (Form Letter)	Sheet	F	LS	Stz.	

	EDITION	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	LS INSTRUCTION NO.	
LS-263		Official Standards of the U.S. for Grades of Mohair Top	Sheet	F	LS	Stz.		
LS-264		Sample Representative of the Official Standards of the U.S. for Grades of Mohair Top	Sheet	F	LS	Stz.		
LS-270	10-1-65	Samples Representative of the Official Standards of the U.S. for Grades of Wool Top	Sheet	F	LS	Stz.		
LS-270-1	10-1-65	Samples Representative of the Official Standards of the U.S. for Grades of Wool Top	Sheet	F	LS	Stz.		
LS-274	10-1-65	Samples Representative of the Official Standards of the U.S. for Grades of Wool	Sheet	F	LS	Stz.		
LS-274-1	10-1-65	Samples Representative of the Official Standards of the U.S. for Grades of Wool	Sheet	F	LS	Stz.		
LS-274-2	7-1-71	Samples Representative of the Official Standards of the U.S. for Grades of Mohair	Sheet	F	LS	Stz.		
LS-313 *	8-1-73	Application for Meat Grading or Acceptance Service	Sheet	F	LS	MG	915 (MG)-4	
LS-315 *	11-75	Application for Commitment Grading Service	Sheet	F	LS	MG	915 (MG)-2	
LS-316	2-15-74	Supervisor's Report of Stations Visited	Sheet	F	LS	MG	929 (MG)-3	
LS-322	11-15-72	Transmittal Record and Receipt	Set (3 Pt)	W,F	LS	MG	122 (MG)-1	
LS-325	4-17-72	Correlation Grading	Sheet	W,F	LS	MN	933 (MN)-11	
LS-326	9-15-71	Meat Correlation Grading	Sheet	F	LS	MN	Do.	
LS-327	6-1-73	Hog Price Correlation Report	Sheet	F	LS	MN	933 (MN)-14	
LS-330	5-15-72	Daily Slaughter Record	Set (3 Pt)	F	LS	MN	933 (MN)-21	
LS-331	7-1-74	Market NewsField Office Activities	Set (6 pg)	F	LS	MN	933 (MN)-18	
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# **POULTRY DIVISION FORMS**

FORM NO.	EDITION OATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	PY INSTRUCTION NO.
PY-10 †	2-15-73	Cold Storage Holdings	Card	F	PY	Mkt. News	
PY-17 †	No date	Movement of Butter and Eggs into Retail Channels	Sheet	F	PY	Mkt. News	
PY-31	8-15-72	Control Sheet for Grading Service Application	Pad (100)	F	PY		Memo. 8-3-65
PY-32 †	8-15-72	Application for Service	Pad (100)	F	PY	EP & SE	Do.
PY-33 †	2-15-73	Application for Specification Approval	Pad (100)	F	PY	SE	
PY-35	5-1-74	Official Egg Air Cell Gauge	Card	F	PY	SE	
PY-38 †	8-15-72	Application for Off-Premises Freezing of Eggs and Egg Products	Sheet	F	PY	EP	
PY-56	6-1-71	Identification Card - Regulatory Inspector	Card	F	PY	SE	
PY-75	8-15-72	Shell Egg Daily Candling Record	Pad (100)	F	PY		910 (Shell Egg Grading)-
PY-88 †	6-75	Weekly Commercial Egg Movement Report	Sheet	F	PY	Mkt. News	
PY-90 †	1-75	Monthly Dried Egg Solids Stocks Report	Sheet	F	PY	Mkt. News	
PY-100 †	5-15-72	Work Schedule Request - Voluntary	Pad (100)	F	PY	SE-PY-EP	306-1 (Grading-1)
PY-101	9-1-72	Report of Grading Services Rendered	Set (4 Pt.)	F	PY	SE-PY	910 (Egg Products)-1 910 (Poultry Grading)-1 910 (Shell Egg Grading)- 929-5 (Grading-2)
PY-102	9-1-72	Grading Branch Worksheet for Voluntary Resident Service	Set (5 Pt.)	F	PY	SE	
PY-103	8-15-72	Resident Grading Recapitulation	Pad (100)	F	PY		929-5
PY-111	8-15-72	Inspection of Poultry Packaging Worksheet	Pad (100)	F	PY	PY	
PY-140	9-1-72	Plant Survey for Poultry Grading	Pad (100)	F	PY	PY	Memo. 8-3-65
PY-154	9-13-74	Undenatured Inedible Egg Product Inventory and Shipping Record	Sheet	F	PY	SE	
PY-155 †	12-1-71	Registration of Shell Egg Handlers	Set (5 Pt.)	F	PY	SE	
PY-156	11-1-72	Shell Egg Regulatory Inspection Report	BkS (25 sets of 5)	F	PY	SE	
PY-157†	9-1-72	Application for License	Sheet	F	PY	SE-PY-EP	923-1
PY-158	9-1-72	Shell Egg Plant Survey	Sheet	F	PY	SE	Memo. 8-3-65
PY-159	6-1-72	Report of Egg Drying Operations	Pad (100)	F	PY	EP	910 (Egg Products)-1, 910 (Egg Products)-5
PY-171	9-1-72	Claim for Reimbursement for Services of Cooperating Agency Employees	Pad (100)	F	PY	SE-PY-EP	929-5
PY-171-1	9-1-72	Supplement to Claim for Reimbursement for Services of Cooperating Agency Employees	Pad (100)	F	PY	SE-PY-EP	929-5
PY-179	9-1-72	Record of Grader, Inspector and/or License Cards	Card	W, F	PY	SE-PY-EP	923-1
PY-185	2-15-74	Consignment, Receipt, and Disposition (Serially Numbered Forms)	Sheet	w	PY	SE-PY-EP	910 (Poultry)-1, 910 (Shell Egg)-1, 929-2

FORM NO.	EDITION OATE	TITLE	UNIT OF ISSUE	USING OFFICE	OROER FROM	RESPONSIBLE OFFICE	PY INSTRUCTION NO.
PY-190	B-75	Tabulation of Fee Gradings	Pad (100)	F	PY	SE-PY-EP	929-5
PY-191	9-1-72	Operating Statement—Grading	Pad (100)	F	PY	SE-PY-EP	929-5
PY-192	9-1-72	Report of Volume of Product Handled and Graded	Pad (100)	F	PY	SE-PY-EP	Do.
PY-200	9-1-72	Egg Products Inspection and Grading Certificate	BkS (25 sets of 6)	F	PY	EP	910 (Egg Products)-1
PY-200a	9-1-72	Egg Products Inspection and Grading Certificate (Copy)	Pad (100)	F	PY	EP	Do.
PY-202	7-75	Official Inspection Certificate for Egg Products	Sheet	F	PY	EP	
PY-203	9-1-72	Daily Report of Plant Operation (Egg Products)	Pad (100)	F	PY	EP	910 (Egg Products)-1
PY-206	8-75	Shell Egg Grader's Report	Pad (100)	F	PY	SE	
PY-207	9-1-72	Weekly Egg Breakout	Pad (100)	F	PY	SE	910 (Shell Eggs)-1
PY-210	9-15-72	Poultry Products Grading Certificate	BkS (25 sets of 6)	F	PY	SE-PY-EP	910 (Egg Products)-1, 910 (Shell Egg Grading)-1 910 (Poultry Grading)-1
PY-210a	9-15-72	Poultry Products Grading Certificate (Copy)	Pad (100)	F	PY	SE-PY-EP	Do.
PY-211	2-1-74	Poultry Products Grading Memorandum	Pad (100)	F	PY	SE-PY-EP	Do.
PY-219	11-15-73	Notice of Termination of Service (Voluntary Grading and Inspection Programs)	Pad (100)	w	PY	SE-PY-EP	
PY-221	6-3-74	Egg Products Label Notice	Pad (100)	F	PY	EP	
PY-222 †	8-15-72	Import Request (Egg and Egg Products)	Set (5 Pt.)	F	PY	SE-EP	919-2
PY-227	11-1-72	Grader's Performance Record	Pad (100)	F	PY	SE-PY-EP	929-15
PY-232	1-75	Poultry Quality Control Grading Record (Kind:)	Pad (100)	F	PY	PY	910 (Poultry Grading)-1
PY-234	8-75	Poultry Grader's Volume Report	Pad (100)	F	PY	PY	Do.
PY-235	10-15-73	Egg Products Grading Weekly Report	Pad (100)	F	PY	EP	910 (Egg Products)-1
PY-236	11-15-74	Orientation Check List	Sheet	F	PY	PY-EP-SE	Memo. 7-11-68
PY-238	10-15-73	Grading Stamp Control Record	Pad (100)	F	PY	PY-EP-SE	929-4
PY-240 †	9-1-72	Eggs Broken - Dried Under Federal Inspection	Pad (100)	F	PY	EP	910-11 (Grading)-1
PY-241	8-75	Typing Template	Sheet	W, F	PY	EP	
PY-301	11-25-74	Annual Performance Awards	Sheet	W, F	PY	GR	
PY-518-1	9-1-72	Alleged Violation	BkS (25 sets of 4)	F	PY		911-1 (Grading)-1
PY-518-2	9-1-72	Regional Report of Alleged Violation	Pad (100)	W, F	PY	SE-EP	Do.
PY-518-3	8-1-74	Violation Record	Card	W, F	PY	SE-EP	Do.
PY-519-2	9-1-72	Termination of Detention	BkS (25 sets of 6)	F	PY	SE-EP	910-1 (Grading)-1
PY-520	9-1-72	U.S. Detained Tag (Yellow)	Tag	F	PY	SE-EP	
PY-539 †	9-1-72	Shipper's or Receiver's Statement	Sheet	W, F	PY	SE-EP	

<sup>†</sup> OMB cleared.

# TOBACCO DIVISION FORMS

FORM NO.	EOITION	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	TB INSTRUCTION NO.
ТВ-3	4-75	Daily Tobacco Market News Summary (Flue Cured)	Sheet	w	ТВ	Mkt. News	
TB-3-1	4-75	Daily Tobacco Market News Summary	Sheet	w	ТВ	Mkt. News	
TB-4	6-75	Project Assignment Log	Sheet	w	ТВ	Admin. Off,	
TB-5	7-1-74	Gross Sales Record—Type 22 & Type 23	Sheet	F	ТВ	Mkt. News	
TB-6	5-15-74	Gross Sales Record Type 21 & 37	Sheet	F	тв	Mkt. News	
TB-10	5-15-74	Gross Sales Record—Type 35 & 36	Sheet	F	ТВ	Mkt. News	
TB-12	6-75	Project Assignment Sheet	Sheet	w	ТВ	Admin. Off.	
TB-17	6-75	Daily Tobacco Receiving Sheet	Sheet	w	ТВ	Mkt. News	
TB-18	9-75	Daily Market News Summary	Sheet	w	тв	Mkt. News	
TB-19	9-75	Supply Control Log	Sheet	w	тв	Admin. Off,	
TB-26 †	1-76	Tobacco Stocks Report	Sheet	w	ТВ	Mkt. News	
TB-27	7-2-73	Fire-Cured and Dark Air-Cured Sales Record	Sheet	F	ТВ	Mkt. News	
TB-30	6-75	Permanent Record of Sales by U.S. Government Grades	Sheet	w	ТВ	Mkt. News	
TB-31 †	4-1-74	Application for Permit to Export Tobacco Seeds or Plants	Sheet	F	ТВ	Office of Director	
TB-37	6-1-73	Tobacco Seed and Plant Export Permit	Sheet	W, F	ТВ	Office of Director	
TB-39 †	1-15-74	Ouarterly Report of Manufacture and Sales of Snuff, Smoking, and Chewing Tobacco	Sheet	w	ТВ	Mkt. News	
TB-40	6-1-63	Special Hogshead Tobacco Inspection Certificate	Set (7 Pt.)	F	ТВ	Inspection	
TB-43	11-5-63	Gross Sales Record—Type 31	Sheet	F	тв	MKt. News	
TB-46	4-12-54	Rosin Classification and Grade Certificate	BkS (25 sets of 4, no carbon)	F	ТВ	Admin, Off.	
TB-50	5-75	Inspection Service Invoice	Set (7 Pt.)	F	тв	Admin. Off.	
TB-52	2-15-65	Turpentine Field Classification Certificate	Set (4 Pt.)	F	ТВ	Admin. Off.	
TB-52a	2-15-65	Turpentine Field Classification Certificate (Copy)	Pad (50)	F	тв	Admin. Off.	
TB-56	B-1-65	Report on Hogshead Inspection	Pad (50)	F	ТВ	Inspection	
TB-57	1-2-70	Naval Stores Inspection Record Sheet	Pad (100)	F	тв	Admin. Off.	
TB-61	12-15-57	Application for Naval Stores Inspector's License	Sheet	F	ТВ	Admin. Off.	
TB-62	2-29-56	Application for Accredited Processor Permit for Licensed Inspection Service Under United States Naval Stores Act	Sheet	F	ТВ	Admin. Off.	
TB-63	3-15-65	Loan and Sale Certificate for U. S. Graded Rosin (U.S. Naval Stores Act)	BkS (25 sets of 4)	F	ТВ	Admin. Off.	
TB-63a	3-15-65	Loan and Sale Certificate for U. S. Graded Rosin (U. S. Naval Stores Act)(Copy)	Sheet	F	ТВ	Admin. Off.	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	TB INSTRUCTION NO.
TB-66	11-16-59	Tobacco Inspection and Weight Certificate (Bales)	Set (2 Pt.)	F	ТВ	Inspection	
TB-70	6-17-54	Turpentine Inspection Report	Sheet	F	ТВ	Admin. Off.	
TB-72	1-2-70	Turpentine Packing Report Under Cooperative Inspection Agreement	Pad (200)	F	ТВ	Admin. Off.	
TB-76	1-76	Budget Estimate—Salaries and Related	Sheet	W, F	ТВ	Admin, Off,	
ГВ-78	3-75	Costs Flue-Cured Sales by Warehouse	Pad (25)	F	ТВ	Inspection	
ГВ-78А	3-75	Flue-Cured Daily Warehouse Sales Summary	Sheet	F	ТВ	Inspection	
B-82	3-1-73	Tobacco Sample Tag	Tag	F	ТВ	Inspection	
ГВ-83	10-3-75	Application For Inspection and Certification	Sheet	F	ТВ	Inspection	
™B-85	9-4-73	of Nonquota Tobacco Inspection Certificate (Unstemmed and Unsweated Tobacco)	BkS (25 sets of 3)	F	ТВ	Inspection	
В-86	3-1-73	Inspection Tag	Tag	F	ТВ	Inspection	
ГВ-91	3-75	Employee Assignment Notice	Set (5 Pt.)	W, F	тв	Admin. Off.	300-1

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING	ORDER FROM	RESPONSIBLE OFFICE	GR INSTRUCTION NO.
GR-411	5-15-72	Official Inspection Certificate Stowage Examination	Set (8 Pt)	F	CS	Insp.	Do.
GR-412	5-1-73	Official Certificate	Set (7 Pt)	F	GR	Insp.	Do.
GR-413	8-1-73	Official Grain Inspection Certificate (Export)Official SampleLot Inspection	Set (8 Pt)	F	CS	Insp.	Do.
GR-413-1	8-1-74	Official Grain Inspection Certificate Official SampleLot Inspection (Divided Original)	Set (7 Pt)	F	CS	Insp.	Do.
GR-414	5-15-72	Official Grain CertificateOfficial Sample-Lot Inspection	Set (8 Pt)	F	cs	Insp.	υο.
GR-415	9-16-74	Official Grain Inspection Certificate Warehouseman's Sample-Lot Inspection	Set (8 Pt)	F	CS	Insp.	Do.
GR-416	12-3-73	Official CertificateSubmitted Sample Inspection	Set (8 Pt)	F	cs	Insp.	Do.
GR-417	12-3-73	Official CertificateStowage Examination	Set (8 Pt)	F	CS	Insp.	Do.
GR-418	5-15-72	Official Certificate	Set (8 Pt)	F	CS	Insp.	Do.
GR-420	4-17-72	Promotion Score Worksheet	Sheet	F	GR		
GR-470 *	1-76	Application for Plant Variety Protection Certificate	Sheet	W,F	GR	PVPO	
GR-470-1 *	4-3-72	Objective Description of Variety (Lettuce)	Sheet	W	GR	PVPO	
GR-470-2 *	7-3-72	Objective Description of Variety (Soybean)	Sheet	W	GR	PVPO	
GR-470-3 *	9-1-72	Objective Description of Variety (Agrotricum)	Sheet	W	GR	PVPO	
GR-470-4 *		Objective Description of Variety (Cowpea)	Sheet	W	GR	PVPO	
GR-470-5 *	11-1-72	Objective Description of Variety (Barley)	Sheet	W	GR	PVPO	
GR-470-6 *	2-15-73	Objective Description of Variety (Wheat)	Sheet	W	GR	PVPO	
GR-470-7 *	7-2-73	Objective Description of Variety (Aster)	Sheet	w	GR	PVPO	
GR-470-8 *	10-2-72	Objective Description of Variety (Cotton)	Sheet	W	GR	PVPO	
GR=470-9 *	8-15-72	Objective Description of Variety (Marigold)	Sheet	W	GR	PVPO	
GR-470-10 *	8-15-72	Objective Description of Variety (Beet/Chard)	Sheet	W	GR	PVPO	
GR-470-11 *	9-1-72	Objective Description of Variety (Calendula)	Sheet	W	GR	PVPO	
GR-470-12 *	11-15-72	Objective Description of Variety (Bean)	Sheet	W	GR	PVPO	
GR-470-13 *	10-16-72	Objective Description of Variety (CalifPoppy)	Sheet	W	GR	PVPO	
GR-470-14 *	5-15-74	Objective Description of Variety (Peas)	Sheet	W	GR	PVPO	
GR-470-15 *	11-1-72	Objective Description of Variety (Lima Beans)	Sheet	W	GR	PVPO	

	EDITION	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	GR INSTRUCTION NO.	
GR-470-16 *	2-1-73	Objective Description of Variety (Onions)	Sheet	W	GR	PVPO		
GR-470-17 *	1-2-73	Objective Description of Variety (Rice)	Sheet	w	GR	PVPO		
GR-470-18 *	1-15-73	Objective Description of Variety (Bluegrass)	Sheet	W	GR	PVPO		
GR-470-19 *	1-15-73	Objective Description of Variety (Watermelon)	Sheet	W	GR	PVPO		
GR-470-20 *	12-16-74	Objective Description of Variety (Pumpkin, Squash)	Sheet	W	GR	PVPO		
GR-470-21 *	1-15-73	Objective Description of Variety (Zinnia)	Sheet	W	GR	PVPO		
GR-470-22 *	2-15-73	Objective Description of Variety (Safflower)	Sheet	W	GR	PVPO		
GR-470-23 *	11-15-73	Objective Description of Variety (Verbena Spp)	Sheet	W	GR	PVPO		
GR-470-24 *	5-15-73	Objective Description of Variety (Dahlia)	Sheet	W	GR	PVPO		
GR-470-25 *	1-76	Objective Description of Variety (Sweetpeas)	Sheet	W	GR	PVPO		
GR-470-26 *	5-15-73	Objective Description of Variety (Snapdragon)	Sheet	W	GR	PVPO		
GR-470-27 *	5-15-73	Objective Description of Variety (Nasturtium)	Sheet	W	GR	PVPO		
GR-470-28 *	2-15-74	Objective Description of Variety (Corn)	Sheet	w	GR	PVPO		
GR-470-29 *	6-17-74	Objective Description of Variety (Peanuts)	Sheet	W	GR	PVPO		l
GR-470-30 *	7-1-74	Objective Description of Variety (Cauliflower)	Sheet	w	GR	PVPO		
GR-470-31 *	12-16-74	Objective Description of Variety (Tobacco)	Sheet	w	GR	PVPO		
GR-470-32 *	2-75	Objective Description of Variety (Alfalfa)	Sheet	w	GR	PVPO		
GR-470-33 *	8-75	Objective Description of Variety (Triticale)	Sheet	W	GR	PVPO		
GR-470-35 *	1-76	Objective Description of Variety (Oat)	Sheet	w	GR	PVPO		
GR-473	9-15-72	Fee for Search or Examination (Form Letter)	Sheet	W	GR	PVPO		
GR-475	9-15-72	Fee for Allowance and Issuance of Certificate (Form Letter)	Sheet	W	GR	PVPO		
GR-482	1-15-69	Pea and Lentil Sample Ticket	Set (3 Pt)	F	cs	Insp.	HB-1	
GR-554	4-75	Update Transmittal Sheet	Sheet	W	GR	Insp.		
	4-75	Exception/Selection Card Sheet	Sheet	W	GR	Insp.		

<sup>\*</sup> OMB cleared.

# LIVESTOCK DIVISION FORMS

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FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	LS INSTRUCTION NO.
LS-5	5-15-72	Agricultural Products Grading Certificate	Bks (25 sets of 4)	F	LS	MG	AMS-CRC Handbook
LS-5-1	8-1-74	Agricultural Products Acceptance Certificate	Bks (25 sets of 5)	F	LS	MG	Do.
LS-5-2	12-75	Biweekly Agricultural Products Grading Certificate	Set (4 Pt)	F	LS	MG	
LS-8	5-15-72	Grader's Work Performance Record	Pad (100)	F	LS	MG	LS 929 (MG)~5, Rev.
LS-9	9-4-73	Livestock Acceptance Certificate	Bks (25 sets of 5)	F	LS	MN	AMS-CRC Handbook
LS-9a	4-17-72	Livestock Acceptance Certificate (Copy)	Sheet	F	LS	MN	Do.
LS-11	3-1-63	Confirmed Feedlot and Range Sales	Sheet	F	LS	MN	933 (MN)-3
LS-18	1-2-64	Correlation Sheet	Sheet	F	LS	MG	
LS-24	10-2-72	Basic Chart	Sheet	W,F	LS	MN	
LS-39 *	11-1-72	Receipts of Livestock	Card	W	LS	MN	
LS-57	9-15-72	Daily Assignments Call Sheet	Sheet	F	LS	MG	LS 929 (MG)-5, Rev.
LS-58	9-17-73	Grader's Work Report	Sheet	F	LS	MG	Do.
LS-106	10-1-73	Beef Carcass Evaluation Report	Bks (25 sets of 4)	F	LS	MG	918 (MG)-1
LS-106-1	9-4-73	Carcass Data Service (Beef)	Set (3 Pt)	F	LS	MG	Do.
LS-106-2	7-15-73	Carcass Data Service Worksheet (Beef)	Bks (50 sets of 2)	F	LS	MG	Do.
LS-107	7-15-71	Slaughter Cattle Evaluation	Card	F	LS	MN	
LS-109	8-2-71	Carcass Weights by Species	Sheet	W	LS	MG	AMS-CRC Handbook
LS-175	9-4-74	Wholesale Meat Quotations	Sheet	W,F	LS	MN	933 (MN)-12
LS-175-1	3-75	Wholesale Meat Quotations	Sheet	W,F	LS	MN	Do.
LS-176	10-75	Fabricated Beef Quotations Carlot-Volume	Sheet	F	LS	MN	Do.
LS-176-1	2-15-73	Fabricated Beef Quotations Carlot-Volume by Year	Sheet	F	LS	MN	933 (MN)-12
LS-182	6-1-73	Daily Actual Stockyards Receipts of Livestock	Sheet	W,F	LS	MN	933 (MN)-15
LS-182-1	9-15-72	Actual Auction Receipts of Livestock	Sheet	F	LS	MN	Do.
LS-214	5 <b>-1-</b> 72	Livestock Detailed Quotations (Weekly)	Sheet (2)	F	LS	MN	933 (MN)-12
LS-214-1	8-16-71	Livestock Detailed Quotations (Annual)	Sheet (2)	F	LS	MN	Do.
LS-230	7-1-68	Livestock Market ReportHogs	Sheet	F	LS	MN	
LS-248	1-4-65	Dressed MeatsFresh and Cured Pork Cuts and Lard, and Packer Dressed Pork Carcass: Average Wholesale Price per 100 Pounds	Sheet	W	LS	MN	
LS-256	2-15-74	Annual Inventory of Meat Grading Equipment	Sheet	F	LS	MG	916 (MG)-1
LS-260	7-1-71	Application for Samples Representative of the Official Grease Mohair Standards (Form Letter)	Sheet	F	LS	Stz.	
LS-261	7-1-71	Official Standards of the U.S. for Grades of Grease Mohair	Each	F	LS	Stz.	
LS-262		Application for Samples Representative of the Official Mohair Top Standards (Form Letter)	Sheet	F	LS	Stz.	

FORM NO.	EOITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	LS INSTRUCTION NO	. (
LS-263		Official Standards of the U.S. for Grades of Mohair Top	Sheet	F	LS	Stz.		
LS-264		Sample Representative of the Official Standards of the U.S. for Grades of Mohair Top	Sheet	F	LS	Stz.		
S-270	10-1-65	Samples Representative of the Official Standards of the U.S. for Grades of Wool Top	Sheet	F	LS	Stz.		
S-270-1	10-1-65	Samples Representative of the Official Standards of the U.S. for Grades of Wool Top	Sheet	F	LS	Stz.		
S-274	10-1-65	Samples Representative of the Official Standards of the U.S. for Grades of Wool	Sheet	F	LS	Stz.		
S-274-1	10-1-65	Samples Representative of the Official Standards of the U.S. for Grades of Wool	Sheet	F	LS	Stz.		
S-274-2	7-1-71	Samples Representative of the Official Standards of the U.S. for Grades of Mohair	Sheet	F	LS	Stz.		
S-313 *	8-1-73	Application for Meat Grading or Acceptance Service	Sheet	F	LS	MG	915 (MG)-4	
S-315 *	11-75	Application for Commitment Grading Service	Sheet	F	LS	MG	915 (MG)-2	
5-316	2-15-74	Supervisor's Report of Stations Visited	Sheet	F	LS	MG	929 (MG)-3	
5-322	11-15-72	Transmittal Record and Receipt	Set (3 Pt)	W,F	LS	MG	122 (MG)-1	
5-325	4-17-72	Correlation Grading	Sheet	W,F	LS	MN	933 (MN)-11	
5-326	9-15-71	Meat Correlation Grading	Sheet	F	LS	MN	Do.	
5-327	6-1-73	Hog Price Correlation Report	Sheet	F	LS	MN	933 (MN)-14	
S-330	5-15-72	Daily Slaughter Record	Set (3 Pt)	F	LS	MN	933 (MN)-21	
S-331	7-1-74	Market NewsField Office Activities	Set (6 pg)	F	LS	MN	933 (MN)-18	
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# **POULTRY DIVISION FORMS**

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	PY INSTRUCTION NO.
PY-10 †	2-15-73	Cold Storage Holdings	Card	F	PY	Mkt. News	
PY-17 †	No date	Movement of Butter and Eggs into Retail Channels	Sheet	F	PY	Mkt. News	
PY-31	8-15-72	Control Sheet for Grading Service Application	Pad (100)	F	PY		Memo. 8-3-65
PY-32 †	8-15-72	Application for Service	Pad (100)	F	PY	EP & SE	Do.
PY-33 †	2-15-73	Application for Specification Approval	Pad (100)	F	PY	SE	
PY-35	5-1-74	Official Egg Air Cell Gauge	Card	F	PY	SE	
PY-38 †	8-15-72	Application for Off-Premises Freezing of Eggs and Egg Products	Sheet	F	PY	EP	
PY-56	6-1-71	Identification Card - Regulatory Inspector	Card	F	PY	SE	
PY-75	8-15-72	Shell Egg Daily Candling Record	Pad (100)	F	PY		910 (Shell Egg Grading)-
PY-88 †	6-75	Weekly Commercial Egg Movement Report	Sheet	F	PY	Mkt. News	
PY-90 †	1-75	Monthly Dried Egg Solids Stocks Report	Sheet	F	PY	Mkt. News	
PY-100 †	5-15-72	Work Schedule Request - Voluntary	Pad (100)	F	PY	SE-PY-EP	306-1 (Grading-1)
PY-101	9-1-72	Report of Grading Services Rendered	Set (4 Pt.)	F	PY	SE-PY	910 (Egg Products)-1 910 (Poultry Grading)-1 910 (Shell Egg Grading)- 929-5 (Grading-2)
PY-102	9-1-72	Grading Branch Worksheet for Voluntary Resident Service	Set (5 Pt.)	F	PY	SE	
PY-103	8-15-72	Resident Grading Recapitulation	Pad (100)	F	PY		929-5
PY-111	8-15-72	Inspection of Poultry Packaging Worksheet	Pad (100)	F	PY	PY	
PY-140	9-1-72	Plant Survey for Poultry Grading	Pad (100)	F	PY	PY	Memo, 8-3-65
PY-154	9-13-74	Undenatured Inedible Egg Product Inventory and Shipping Record	Sheet	F	PY	SE	
PY-155 †	12-1-71	Registration of Shell Egg Handlers	Set (5 Pt.)	F	PY	SE	
PY-156	11-1-72	Shell Egg Regulatory Inspection Report	BkS (25 sets of 5)	F	PY	SE	
PY-157†	9-1-72	Application for License	Sheet	F	PY	SE-PY-EP	923-1
PY-158	9-1-72	Shell Egg Plant Survey	Sheet	F	PY	SE	Memo. 8-3-65
PY-159	6-1-72	Report of Egg Drying Operations	Pad (100)	F	PY	EP	910 (Egg Products)-1, 910 (Egg Products)-5
PY-171	9-1-72	Claim for Reimbursement for Services of Cooperating Agency Employees	Pad (100)	F	PY	SE-PY-EP	929-5
PY-171-1	9-1-72	Supplement to Claim for Reimbursement for Services of Cooperating Agency Employees	Pad (100)	F	PY	SE-PY-EP	929-5
PY-179	9-1-72	Record of Grader, Inspector and/or License Cards	Card	W, F	PY	SE-PY-EP	923-1
PY-185	2-15-74	Consignment, Receipt, and Disposition (Serially Numbered Forms)	Sheet	w	PY	SE-PY-EP	910 (Poultry)-1, 910 (Shell Egg)-1, 929-2

FORM NO.	EOITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	PY INSTRUCTION NO.
PY-190	8-75	Tabulation of Fee Gradings	Pad (100)	F	PY	SE-PY-EP	929-5
PY-191	9-1-72	Operating Statement—Grading	Pad (100)	F	PY	SE-PY-EP	929-5
PY-192	9-1-72	Report of Volume of Product Handled and Graded	Pad (100)	F	PY	SE-PY-EP	Do.
PY-200	9-1-72	Egg Products Inspection and Grading Certificate	BkS (25 sets of 6)	F	PY	EP	910 (Egg Products)-1
PY-200a	9-1-72	Egg Products Inspection and Grading Certificate (Copy)	Pad (100)	F	PY	EP	Do.
PY-202	7-75	Official Inspection Certificate for Egg Products	Sheet	F	PY	EP	
PY-203	9-1-72	Daily Report of Plant Operation (Egg Products)	Pad (100)	F	PY	EP	910 (Egg Products)-1
PY-206	8-75	Shell Egg Grader's Report	Pad (100)	F	PY	SE	
PY-207	9-1-72	Weekly Egg Breakout	Pad (100)	F	PY	SE	910 (Shell Eggs)-1
PY-210	9-15-72	Poultry Products Grading Certificate	BkS (25 sets of 6)	F	PY	SE-PY-EP	910 (Egg Products)-1, 910 (Shell Egg Grading)-1 910 (Poultry Grading)-1
PY-210a	9-15-72	Poultry Products Grading Certificate (Copy)	Pad (100)	F	PY	SE-PY-EP	Do.
PY-211	2-1-74	Poultry Products Grading Memorandum	Pad (100)	F	PY	SE-PY-EP	Do.
PY-219	11-15-73	Notice of Termination of Service (Voluntary Grading and Inspection Programs)	Pad (100)	w	PY	SE-PY-EP	
PY-221	6-3-74	Egg Products Label Notice	Pad (100)	F	PY	EP	
PY-222 †	8-15-72	Import Request (Egg and Egg Products)	Set (5 Pt.)	F	PY	SE-EP	919-2
PY-227	11-1-72	Grader's Performance Record	Pad (100)	F	PY	SE-PY-EP	929-15
PY-232	1-75	Poultry Quality Control Grading Record (Kind:)	Pad (100)	F	PY	PY	910 (Poultry Grading)-1
PY-234	8-75	Poultry Grader's Volume Report	Pad (100)	F	PY	PY	Do.
PY-235	10-15-73	Egg Products Grading Weekly Report	Pad (100)	F	PY	EP	910 (Egg Products)-1
PY-236	11-15-74	Orientation Check List	Sheet	F	PY	PY-EP-SE	Memo, 7-11-68
PY-238	10-15-73	Grading Stamp Control Record	Pad (100)	F	PY	PY-EP-SE	929-4
PY-240 †	9-1-72	Eggs Broken - Dried Under Federal Inspection	Pad (100)	F	PY	EP	910-11 (Grading)-1
PY-241	8-75	Typing Template	Sheet	W, F	PY	EP	
PY-301	11-25-74	Annual Performance Awards	Sheet	W, F	PY	GR	
PY-518-1	9-1-72	Alleged Violation	BkS (25 sets of 4)	F	PY		911-1 (Grading)-1
PY-518-2	9-1-72	Regional Report of Alleged Violation	Pad (100)	W, F	PY	SE-EP	Do.
PY-518-3	8-1-74	Violation Record	Card	W, F	PY	SE-EP	Do.
PY-519-2	9-1-72	Termination of Detention	BkS (25 sets of 6)	F	PY	SE-EP	910-1 (Grading)-1
PY-520	9-1-72	U. S. Detained Tag (Yellow)	Tag	F	PY	SE-EP	
PY-539 †	9-1-72	Shipper's or Receiver's Statement	Sheet	W, F	PY	SE-EP	

<sup>†</sup> OMB cleared.

# TOBACCO DIVISION FORMS

FORM NO.	EDITION OATE	TITLE	UNIT OF ISSUE	USING OFFICE	OROER FROM	RESPONSIBLE OFFICE	TB INSTRUCTION NO
тв-3	4-75	Daily Tobacco Market News Summary (Flue Cured)	Sheet	w	ТВ	Mkt. News	
TB-3-1	4-75	Daily Tobacco Market News Summary	Sheet	w	тв	Mkt. News	
TB-4	6-75	Project Assignment Log	Sheet	w	тв	Admin. Off.	
TB-5	7-1-74	Gross Sales Record—Type 22 & Type 23	Sheet	F	тв	Mkt. News	
TB-6	5-15-74	Gross Sales Record Type 21 & 37	Sheet	F	тв	Mkt. News	
TB-10	5-15-74	Gross Sales RecordType 35 & 36	Sheet	F	ТВ	Mkt. News	
TB-12	6-75	Project Assignment Sheet	Sheet	w	ТВ	Admin. Off.	
TB-17	6-75	Daily Tobacco Receiving Sheet	Sheet	w	ТВ	Mkt. News	
TB-18	9-75	Daily Market News Summary	Sheet	w	ТВ	Mkt. News	
TB-19	9-75	Supply Control Log	Sheet	w	ТВ	Admin. Off.	
TB-26 †	1-76	Tobacco Stocks Report	Sheet	w	тв	Mkt. News	
TB-27	7-2-73	Fire-Cured and Dark Air-Cured Sales Record	Sheet	F	тв	Mkt. News	
TB-30	6-75	Permanent Record of Sales by U.S. Government Grades	Sheet	w	ТВ	Mkt. News	
TB-31 †	4-1-74	Application for Permit to Export Tobacco Seeds or Plants	Sheet	F	ТВ	Office of Director	
TB-37	6-1-73	Tobacco Seed and Plant Export Permit	Sheet	W, F	ТВ	Office of Director	
TB-39 †	1-15-74	Quarterly Report of Manufacture and Sales of Snuff, Smoking, and Chewing Tobacco	Sheet	w	ТВ	Mkt. News	
TB-40	6-1-63	Special Hogshead Tobacco Inspection Certificate	Set (7 Pt.)	F	ТВ	Inspection	
TB-43	11-5-63	Gross Sales Record – Type 31	Sheet	F	ТВ	MKt. News	
TB-46	4-12-54	Rosin Classification and Grade Certificate	BkS (25 sets of 4, no carbon)	F	ТВ	Admin. Off.	
TB-50	5-75	Inspection Service Invoice	Set (7 Pt.)	F	тв	Admin. Off.	
TB-52	2-15-65	Turpentine Field Classification Certificate	Set (4 Pt.)	F	ТВ	Admin. Off.	
TB-52a	2-15-65	Turpentine Field Classification Certificate (Copy)	Pad (50)	F	ТВ	Admin. Off.	
TB-56	8-1-65	Report on Hogshead Inspection	Pad (50)	F	ТВ	Inspection	
TB-57	1-2-70	Naval Stores Inspection Record Sheet	Pad (100)	F	ТВ	Admin. Off.	
TB-61	12-15-57	Application for Naval Stores Inspector's License	Sheet	F	ТВ	Admin. Off.	
TB-62	2-29-56	Application for Accredited Processor Permit for Licensed Inspection Service Under United States Naval Stores Act	Sheet	F	тв	Admin. Off.	
TB-63	3-15-65	Loan and Sale Certificate for U. S. Graded Rosin (U.S. Naval Stores Act)	BkS (25 sets of 4)	F	ТВ	Admin. Off.	
TB-63a	3-15-65	Loan and Sale Certificate for U. S. Graded Rosin (U. S. Naval Stores Act)(Copy)	Sheet	F	ТВ	Admin. Off.	

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	RESPONSIBLE OFFICE	TB INSTRUCTION NO.
TB-66	11-16-59	Tobacco Inspection and Weight Certificate (Bales)	Set (2 Pt.)	F.	ТВ	Inspection	
TB-70	6-17-54	Turpentine Inspection Report	Sheet	F	ТВ	Admin. Off,	
TB-72	1-2-70	Turpentine Packing Report Under Cooperative Inspection Agreement	Pad (200)	F	тв	Admin. Off.	
TB-76	1-76	Budget Estimate—Salaries and Related	Sheet	W, F	ТВ	Admin. Off.	
TB-78	3-75	Costs Flue-Cured Sales by Warehouse	Pad (25)	F	ТВ	Inspection	
TB-78A	3-75	Flue-Cured Daily Warehouse Sales Summary	Sheet	F	тв	Inspection	
TB-82	3-1-73	Tobacco Sample Tag	Tag	F	ТВ	Inspection	
TB-83	10-3-75	Application For Inspection and Certification of Nonquota Tobacco	Sheet	F	ТВ	Inspection	
TB-85	9-4-73	Inspection Certificate (Unstemmed and Unsweated Tobacco)	BkS (25 sets of 3)	F	ТВ	Inspection	
TB-86	3-1-73	Inspection Tag	Tag	F	тв	Inspection	
TB-91	3-75	Employee Assignment Notice	Set (5 Pt.)	W, F	ТВ	Admin. Off.	300-1

FORM NO.	EOITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	OROER FROM	AMS INSTRUCTION NO.
AD-615	9-72	Application for Advance of Funds	Sheet	W, F	CS	412-1, 460-1,468-2 NFC Manual, Title II
AD-616	9-72	Travel Voucher	Sheet	W, F	cs	211-1, 226-3, Rev. 2, 412-1 460-1, 463-1, 467-4, 467-5, 467-7, 468-1, 468-2, 491-1, NFC Manual, Title II
AD-617	9-72	Travel Voucher Continuation Sheet	Sheet	W, F	CS	460-1, 468-1, 468-2
AD-623	12-72	Application for Federal Assistance (Nonconstruction Programs)	Book let (10 pages)	W	cs	
AD-626	12-72	Financial Status Report	2 Pages	W	cs	
AD-643	2-74	Transmittal-GSA Motor Pool	Sheet	F	CS	NFC Manual, Title II
AD-644	2-75	Transportation Service Distribution- GSA Motor Pool	Sheet	F	cs	NFC Manual, Title II
AD-652	7-75	Request For Procurement of Visual Services	Pad (50)	W, F	CS	
AD-658	4-75	Within Grade Increase Record	Sheet	W, F	cs	347-2
AD-672	6-75	Reimbursement or Advance of Funds Between Federal Agencies	Sheet	W, F	cs	203-1, Rev. 1
AD-744	7-74	Purchase Order/Invoice/Voucher	Bks	F	cs	NFC Manual, Title II
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#### STANDARD FORMS

FORM NO.	EDITION	TITLE	UNIT OF	USING	ORDER FROM	AMS	INSTRUCTION NO.
1	I DATE			1			

Field offices shall order the following Standard and Optional forms marked "F" in the "Using Office" column direct from the GSA Supply Depot in multiples of the unit of issue shown.

Washington, D.C., Beltsville, and Hyattsville, Maryland, offices shall order from Central Supply Section in multiples of the unit of issue shown in the central supply section catalog.

SF-1		Printing and Binding Requisition	Sheet	W	GSA	233-1,233-2
SF-7-B	7-303	Employee Card	Card	W	cs	270-1
SF-8	8-103	Notice to Federal Employee About Unemployment Compensation	HD	W, F	cs	305-2, 323-1, 332-1, 333-1 342-2
SF-14	14-306	Telegraphic Message	Pad (100)	W, F	cs	225-1
SF-15	15-107	Claim for 10-Point Veteran Preference	Sheet	W	cs	
SF-24	24-103	Bid Bond	HD	W	CS	
SF-25	25-105	Performance Bond	HD	W	cs	
SF-25A	25-203	Payment Bond	HD	w	cs	
SF-2B	28-103	Affidavit of Individual Surety	HD	W	CS	
SF-33	33-124	Solicitation, Offer and Award	HD	w	cs	247-2
SF-39	39-106	Request for Certification	HD	W	cs	
SF-46	46-104	U.S. Government Motor Vehicle Operator's Identification Card	Card	W	cs	211-1, 304-1, 323-1
SF-47	47-103	Physical Fitness Inquiry for Motor Vehicle Operators	HD	W	cs	304-1
SF-51	51-105	Request for Insurance	Sheet	W, F	cs	349-1
SF-52	52-108	Request for Personnel Action	Sheet	W, F	cs	106-2, 201-1, 302-1, 305- 310-1, 310-2, 320-2, 320- 320-5, 323-1, 330-1, 333- 333-2, 334-1, 491-1, 364-
SF-53	53-107	Waiver of Life Insurance Coverage	Sheet	W, F	GSA	
SF-54	54-106	Designation of Beneficiary (Federal Employee's Group Life Insurance Program)	Sheet	W, F	cs	340-2, 349-1, 385-1
SF-55	55-107	Notice of Conversion Privilege (FEGLI Program)	Sheet	W, F	cs	349-1
SF-56	56-106	Agency Certification of Insurance Status (FEGLI Program)	Set (3 Pt.)	W, F	cs	349-1
SF-63	63-108	Memorandum of Call	Pad (100)	W, F	cs	
SF-65A		U. S. Govt Messenger Envelope	Sheet	W, F	cs	224-1
SF-65B		U. S. Govt Messenger Envelope	нр	W, F	cs	224-1
SF-65C		U. S. Govt Messenger Envelope	HD	W, F	cs	224-1
SF-66	66-102	Official Personnel Folder	Folder	W	cs	
SF-70	70-105	Proof of Residence	Sheet	W	CS	1
SF-71	71-108	Application for Leave	HD	W, F	cs	270-1, 305-2
SF-78	78-109	Certificate of Medical Examination	Sheet	W, F	cs	304-1, 463-1
SF-78A	78-204	Medical Appointment and Report	Card	w	cs	
SF-82		Agency Report of Motor Vehicle Data	Sheet	W	cs	

FORM NO.	EDITION	TITLE	UNIT OF ISSUE	USING OFFICE	DRDER FROM	AMS INSTRUCTION NO.
SF-83	83-105	Clearance Request and Notice of Action	Sheet	w	CS	208-2
SF-83A	83-201	Inst. for requesting OMB Approval under the Federal Reports Act	Sheet	w	cs .	208-2
SF-85	85-107	Data for Nonsensitive or Noncritical-sensitive Position	Set	W, F	cs	364-1
SF-86	86-107	Security Investigation Data for Sensitive Position	Sheet	w	cs	364-1
SF-87	87-102	Fingerprint Chart (Applicants)	Sheet	W, F	CS	364-1
SF-91	91-106	Operator's Report of Motor-Vehicle Accident	Sheet	W, F	CS	371-1, 371-2
SF-94	94-103	Statement of Witness	Sheet	W, F	CS	371-1, 371-2
SF-95	95-104	Claim for Damage, Injury, or Death	Sheet	W, F	CS	371-2, 373-1, 493-1
SF-97	97-105	Certificate of Release of a Motor Vehicle(SF-97A)	Set (3)	w	CS	211-1
SF-100	100-106	Employer Information Report EEO-1	Set	W, F	CS	247-1
SF-108	108-109	Statement of Receipts	Sheet	W	CS	
SF-113A	113-202	Monthly Report of Federal Civilian Employment	Sheet	W	cs	430-1
SF-114	114-107	Sale of Government Property—Invitation	Sheet	W, F	cs	
SF-114A	114-207	Sale of Government Property—Bid and Award	Sheet	W, F	cs	
SF-114C	114-403	Sale of Government Property—General Sale Terms and Conditions	Sheet	W, F	cs	
SF-127	127-106	Request for Official Personnel Folder (Separated Employee)	Pad (100)	W	cs	
SF-133	133-105	Report on Budget Status (Obligation Basis)	Sheet	W, F	CS	406-1
SF-135	135-105	Records Transmittal and Receipt	Sheet	W, F	cs	270-1
SF-135A	135-202	Records Transmittal and Receipt (Continuation)	Sheet	W, F	cs	Do.
SF-136	136-106	Annual Summary of Record Holdings	Sheet	OMF	GSA	270-1
SF-145	145-109	Order for Telephone Service	Set (6)	F	cs	285-2
SF-146	146-105	Changes in Telephone Listings	Sheet	F	cs	285-2, 287-2
SF-149	149-101	U. S. Government National Credit Card	Sheet	W, F	GSA	240-1,211-1 NFC Manual
SF-171	149-101	Application for Employment	Sheet	W, F	cs	323-1, 380-1
SF-176		Election, Declination or Waiver of Life Insurance Coverage	Set (2)	W, F	cs	349-1
SF-176A		Federal Employee Group Life Insurance Program	Pamphlet	W, F	cs	349-1
SF-177		Statement of Physical Ability for Light Work	Sheet	W, F	cs	333-1
SF-210	210-103	Signature Card for Certifying Officer	Sheet	w	cs	
SF-219	219-103	Certificate of Deposit	Set (4 Pt.)	W, F	CS	420-3, 422-1
SF-224	224-101	Statement of Transactions	Sheet	w	CS	NFC Manual, Title II
SF-240	240-101	Notification of Grant-in-Aid Action	HD	W, F	GSA	118-3

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	OROER FROM	AMS INSTRUCTION NO
SF-344	344-101	Multiuse Standard Requisitioning/Issue System	Sheet	F	GSA	240-1
SF-361		Discrepancy in Shipment Report	Pad (100)	W, F	GSA	NFC Manual, Title II
SF-1014	1014-106	General Ledger	HD	F	GSA	
SF-1014A	1014-205	General Ledger (unruled)	Sheet	F	CS	
SF-1017G	1017-809	Journal Voucher	Sheet	W, F	cs	
SF-1034	1034-114	Public Voucher for Purchases and Services Other Than Personal	Sheet	F	cs	
SF-1047	1047-104	Public Voucher for Refunds	Sheet	F	cs	
SF-1055	1055-105	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	Sheet	W, F	cs	
SF-1069	1069-103	Voucher for Allowances at Foreign Posts of Duty	Sheet	W, F	cs	491-1
SF-1080	1080-108	Voucher for Transfers Between Appropriations and/or Funds	Sheet	w	cs	420-1, NFC Manual Title II
SF-1081	1081-107	Voucher and Schedule of Withdrawals and Credits	Sheet	W, F	cs	412-1, 460-2, 461-1 NFC Manual, Title II
SF-1094	1094-105	United States Tax Exemption Certificate (SF-1094A is the reverse of SF-1094)	Book	F	GSA	NFC Manual, Title II
SF-1097	1097-106	Voucher and Schedule to Effect Correction of Errors	Sheet	W, F	cs	NFC Manual
SF-1098	1098-107	Schedule of Canceled Checks	Sheet	W, F	CS	
SF-1103	1103-113	U.S. Government Bill of Lading (7-part snapout, includes SF-1103, -1103A, -1103B, -1104, -1105, and -1106)	HD	W, F	CS	240-1, 460-2, 468-2, 249- NFC Manual, Title II
SF-1105		U.S. Government Freight Waybill			cs	NFC Manual, Title II
SF-1107	1107-104	Temporary Receipt in Lieu of U.S. Government Bill of Lading	Sheet	W, F	cs	249-1
SF-1108	1108-108	Certificate in Lieu of Lost U.S. Government Bill of Lading	Sheet	W, F	cs	249-1
SF-1108A	1108-206	Certificate in Lieu of Lost U.S. Government Bill of Lading (Memorandum)	Sheet	W, F	cs	249-1
SF-1113		Public Voucher for Transportation Charges	HD		GSA	NFC Manual, Title II
SF-1113A	1113-205	Public Voucher for Transportation Charges (Memorandum)	HD	W, F	GSA	
SF-1120	1120-106	Transportation Request Accountability	Sheet	W, F	CS	
SF-1121	1121-101	Bill of Lading Accountability Record	Sheet	W, F	cs	249-1
SF-1126	1126-125	Payroll Change Slip	Set (5 Pt.)	F	cs	306-1
SF-1127	1127-109	Individual Pay Card	Sheet	F	cs	
SF-1129	1129-106	Reimbursement Voucher	Sheet	F	cs	
SF-1143	1143-106	Advertising Order	Sheet	w	cs	240-1
SF-1145	1145-103	Voucher for Payment Under Federal Tort Claims Act	HD	F	GSA	493-1
SF-1150	1150-106	Record of Leave Data Transferred	Set	F	cs	442-1, 445-1
SF-1151	1151-104	Nonexpenditure Transfer Authorization	Sheet	w	cs	

FORM NO.	EDITION OATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	AMS INSTRUCTION NO.
SF-1152	1152-105	Designation of Beneficiary	Sheet	W, F	cs	340-2, 385-1, 491-1
SF-1153	1153-105	Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation Due a Deceased Civilian Employee	Sheet	W, F	cs	. 491-1
SF-1154	1154-109	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	Sheet	F	cs	491-1
SF-1154A	1154-207	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee (Memorandum)	Sheet	F	cs	
SF-1155	1155-107	Claim for Unpaid Compensation of Deceased Civilian Employee (No designated Beneficiary or Surviving Spouse)	Sheet	W, F	cs	491-1
SF-1156	1156-102	Public Voucher for Fees and Mileage of Witnesses	HD	W, F	GSA	
SF-1157	1157-105	Claim for Fees and Mileage of Witness	Sheet	W, F	cs	
SF-1164	1164-208	Claim for Reimbursement for Expenditures on Official Business	Sheet	W, F	cs	240-1, NFC Manual, Title I
SF-1165	1165-105	Receipt for Cash—Subvoucher	Book	F	cs	240-1, 468-1
SF-1166	1166-117	Voucher and Schedule of Payments	Set (5 Pt.)	W, F	cs	224-3, 493-1, NFC Manual Title II
SF-1169	1-74	United States of America Transportation Request	Book (10 sets)	W, F	FS, NFC	200-5, 200-6, 463-2, 466-1, 491-1, NFC Manual, Title II
SF-1170	1170-104	Redemption of Unused Tickets	Set (4 Pt.)	F	cs	NFC Manual, Title II
SF-1171	1171-103	Public Voucher for Transportation of Passengers	HD	F	GSA	NFC Manual, Title II
SF-1171A	1171-203	Public Voucher for Transportation of Passengers (Memorandum Copy)	HD	F	GSA	NFC Manual, Title II
SF-1172	1172-104	Certificate in Lieu of Lost U.S. of America Transportation Request	HD	W, F	GSA	NFC Manual, Title II
SF-1173	1173-103	Report of Change in Passenger Transportation Service	HD	W, F	GSA	
SF-1180C	1180-115	Advice of Request for Stop Payment			Treas.	403-1
SF-1185	1185-104	Schedule of Undeliverable Checks for Credit to Government Accounts	Sheet	F	cs	491-1
SF-1187	1187-202	Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues	но	(1)	GSA	344-1, 352-5, 352-4
SF-1188	1188-102	Relocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues	Set (2 Pt.)	W, F	cs	
SF-1189	1189-101	Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization	Set (3 Pt.)	W, F	cs	352-4, 460-1
SF-1192	1192-101	United States Savings Bonds Authorization for Purchase and Request for Change	Sheet	W, F	cs	352-2, 460-1
SF-1198	1198-101	Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization	Set (3 Pt.)	W, F	cs	352-3

FORM ND.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	AMS INSTRUCTION NO
SF-1220	1220-104	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts	HD	W, F	GSA	
SF-2800	2800-105	Application for Death Benefits	Sheet	W, F	cs	
SF-2801	2801-106	Application for Retirement	Sheet	W, F	cs	333-1,491-1
SF-2802	2802-105	Application for Refund of Retirement Deductions	Sheet	W, F	cs	
SF-2803	2803-105	Application to Make Deposit or Redeposit	Sheet	W, F	cs	
SF-2804	2804-105	Application to Make Voluntary Contributions	Sheet	W, F	cs	
SF-2805	2805-104	Request for Recovery of Debt Due the United States	Sheet	W, F	cs	
SF-2806	2806-104	Individual Retirement Record	Sheet	F	cs	
SF-2807	2807-107	Register of Separations and Transfers	Sheet	F	cs	
SF-2807-1	2807-204	Register of Adjustments	Sheet	F	cs	
SF-2807-2	2807-304	Annual Summary, Retirement Fund Transactions	Sheet	F	cs	
SF-2808	2808-103	Designation of Beneficiary—Civil Service Retirement System	Sheet	W, F	cs	340-2, 385-1
SF-2809	2809-111	Health Benefits Registration Form	Set (3 Pt.)	W, F	cs	491-1
SF-2810	2810-107	Notice of Change in Health Benefits Enrollment	Set (4 Pt.)	W, F	cs	491-1
SF-2811	2811-104	Transmittal and Summary Report to Carrier	Sheet	F	cs	
SF-2812	2812-107	Report of Withholdings and Contributions	Sheet	F	cs	
				4		
					1	

# OPTIONAL FORMS

	OPTIONAL FORMS								
FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	AMS INSTRUCTION NO.			
OF-7	5007-103	Property Pass	Pkg. (300)	w	GSA	262-1			
OF-8	5008-104	Position Description	HD	W	GSA	300-3			
OF-11	5011-103	Reference Request	Set (3 Pt.)	W, F	cs	270-1			
OF-12	5012-103	Request for Door Title Cards and Holders	Sheet	w	cs	287-1			
OF-21	5021-101	Cross-Reference	Set (3 Pt.)	W, F	cs	270-1			
OF-22	5022-101	Continuity Reference	Pad (100)	W, F	cs	Do.			
OF-23	5023-101	Chargeout Record	Card	W, F	GSA	Do.			
OF-203		Privacy Act Information Request	Sheet	W, F	ASD				
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5-1-7**6** 

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	AMS INSTRUCTION NO.
52   1052 50		Letterhead, AMS, Bond, Field (B x 10½)	Ream	F	CS	
53-L-1953-50 53-L-1953-60		Letterhead, AMS, Manifold, Field (B x 10½)	½ Ream	F.	cs	
		Letterhead, AMS, Bond, Washington, D.C.	Ream	w	CS	
53-L-1953-55		(8 x 10½)	Neam		00	
53-L-1953-65		Letterhead, AMS, Manifold, Washington, D.C.	Ream	W	CS	
		ATOMIC ENERGY COMMISSION				
AEC-375		Radioisotope Order Blank	Sheet	F	(1)	240-8
DEPARTME	NT OF AGR	CULTURE, AGRICULTURAL STABILIZATION AN	D CONSERVAT	ION SERV	CE	
CSS-11	6-5-63	Performance Report	Set (6 Pt.)	F	ASCS	
CSS-21	6-30-54	Public Voucher—Commodity Programs	Set (4 Pt.)	W, F	ASCS	913-1
ASCS-66	B-31-66	Notice of Assignment	Sheet	W, F	CS	490-1
ASCS-117	9-7-61	Application for Participation (Fresh Irish Potatoes Livestock Feed Diversion Program)	Sheet	F	FV	
ASCS-118	9-7-61	Invoice and Certificates of Inspection and Diversion (Fresh Irish Potato Livestock Feed Diversion Program)	Pad (50)	F	FV	
CSS-119	10-23-5B	Performance Bond (Fresh Irish Potato Livestock Feed Diversion Program)	Sheet	F	FV	
ASCS-120	1-18-68	Letter of Release (Fresh Irish Potato Livestock Feed Diversion Program)	Sheet	F	FV	
ASCS-347	12-2-63	Instrument of Assignment	Sheet	W, F	CS	490-1
	DEPARTM	  ENT OF LABOR, BUREAU OF EMPLOYEES COMP	ENSATION			
CA-1&2	7-70	Federal Employee's Notice of Injury or Occupational Disease	Sheet	W, F	cs	371-1, 373-2
CA-2A	7-70	Notice of Recurrence of Disability	Sheet	W, F	CS	373-2
CA-3	5-68	Report of Termination of Total or Partial Disability	Sheet	W, F	CS	Do.
CA-4	7-70	Claim for Compensation on Account of Injury or Occupational Disease	Sheet	W, F	CS	Do.
CA-8	5-6B	Claim for Continuance of Compensation on Account of Disability	Sheet	W, F	CS	Do.
CA-10	11-49	What to do in Case of Injury	Sheet	W, F	CS	Do.
CA-16	7-70	Request for Examination and/or Treatment	Sheet	W, F	CS	Do.
CA-20	7-70	Attending Physician's Report (attached to CA-4)	Sheet	W, F	cs	Do.
	DEPART	MENT OF LABOR' BUREAU OF EMPLOYEES COMP	ENSATION			
CCC-131	3-24-60	Acknowledgement of Responsibility for Docket Security	Sheet	W	AS	117-1, 282-3
CCC-271	2-13-63	Eligibility Statement—CCC Blanket Bond	Sheet	W, F	ASCS	401-2
				1		

FORM NO.	EDITION DATE	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	AMS INSTRUCTION NO.
		CIVIL SERVICE COMMISSION				
CSC-804	1969	Payroll Withholding Authorization for Voluntary Charitable Contributions	Card	W, F	PE .	352-1
CSC-804A	1969	Payroll Withholding Authorization for Voluntary Charitable Contributions	Card	W, F	PE	Do.
		DEPARTMENT OF JUSTICE				
DJ-1500	9-B-61	Identical Bid Report for Procurement	Pad (100)	W, F	CS	247-2
		DEPARTMENT OF STATE				
DSP-11	3-59	Passport Application	Sheet	W, F	PE	463-1
	CIVIL	SERVICE COMMISSION (FEDERAL EMPLOYMEN	T FORMS)			
FE-6	4-60	Claim for Death Benefits	Sheet	W, F	CS	349-1
FE-7	2-55	Claim for Accidental Dismemberment Benefits	Sheet	W, F	PE	349-1
	GENE	AL SERVICES ADMINISTRATION, FEDERAL FIR	E COUNCIL			
FFC-9	6-62	Report of Fire Loss	Sheet	F	GSA	289-1
	OFF	FICE OF FEDERAL EMPLOYEES' GROUP LIFE INS	URANCE			
G-3385-D	1-63	Federal Employees' Group Life Insurance (Certificate)	Sheet	W, F	CS	349-2
		GOVERNMENT PRINTING OFFICE				
GPO-3019	12-58	Printing and Reproduction Service Requisition	Set (6 Pt.)	W, F	(1)	161-1, 233-1, 233-2
		GENERAL SERVICES ADMINISTRATION				
GSA-167	4-70	Motor Pool Ticket (Yellow)	Card	W, F	GSA	NFC Manual, Title II
GSA-182	5-68	Report of Loss or Theft	Sheet	W, F	GSA	260-2, 260-3
GSA-312	7-62	Daily Motor Vehicle Trip Ticket	Set (4 Pt.)	W, F	GSA origi- nates	211-1
GSA-494	11-62	Monthly Motor Vehicle Use Record	Set (4 Pt.)	W, F	GSA origi- nates	211-1
GSA-743	6-62	Invoice for Rent	Sheet	F	GSA origi- nates	
GSA-789		Statement, Voucher and Schedule of Withdrawals and Credits	Sheet	F	GSA origi- nates	
GSA-1166	9-60	Annual Report of Real Property Owned by the United States	Sheet	W	AS	289-1
GSA-1166A	9-60	Annual Report of Real Property Leased to the United States	Sheet	W	AS	. 289-1
GSA-1209	9-60	Summary of Number of Installations Owned by the United States	Sheet	w	AS	289-1

<sup>&</sup>lt;sup>1</sup>Order from nearest GPO Power Plant.

Comparative Summary of Properties Leased to the United States  GSA Single Line Item Release/Receipt Document  Job Order  Survey of Duplicating Services  Application for Self-Service Shopping Plate  Individual Terminal Report of FTS Intercity Data Transmission  GSA Reimbursable Work Authorization  ISTRICT OF COLUMBIA, DEPARTMENT OF CORRED Department of Corrections, D.C. Laundry List  HEALTH, EDUCATION, AND WELFARE, SOCIAL SICAL Application for Social Security Account Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return  Employer's Quarterly Federal Tax Return	Pad (25 sets of 4)  ECURITY ADMIN  Card  Pad (50)  Sheet	W W F W,F W W,F	AS  CS  (¹)  GSA  (¹)  GSA  GSA  P&O (Rec. Rm.)	289-1 240-1 211-1, 250-3, 282-3 207-2 240-1 226-7 250-3
Document  Job Order  Survey of Duplicating Services  Application for Self-Service Shopping Plate  Individual Terminal Report of FTS Intercity Data Transmission  GSA Reimbursable Work Authorization  ISTRICT OF COLUMBIA, DEPARTMENT OF CORRE  Department of Corrections, D.C. Laundry List  HEALTH, EDUCATION, AND WELFARE, SOCIAL SE  Application for Social Security Account Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return	Set Set (4 Pt.) Set Sheet Sheet Set (7 Pt.) CTIONS Pad (25 sets of 4)  ECURITY ADMIN Card  Pad (50) Sheet	W F W,F W W,F W	(¹) GSA (¹) GSA GSA P&O (Rec. Rm.)	211-1, 250-3, 282-3 207-2 240-1 226-7
Survey of Duplicating Services  Application for Self-Service Shopping Plate  Individual Terminal Report of FTS Intercity Data Transmission  GSA Reimbursable Work Authorization  ISTRICT OF COLUMBIA, DEPARTMENT OF CORRE  Department of Corrections, D.C. Laundry List  HEALTH, EDUCATION, AND WELFARE, SOCIAL SE  Application for Social Security Account Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return	Set (4 Pt.) Set Sheet Set (7 Pt.) CCTIONS Pad (25 sets of 4) ECURITY ADMIN Card Pad (50) Sheet	W, F W W, F W UISTRATION	GSA (1) GSA GSA GSA P&O (Rec. Rm.)	207-2 240-1 226-7 250-3
Application for Self-Service Shopping Plate Individual Terminal Report of FTS Intercity Data Transmission  GSA Reimbursable Work Authorization  ISTRICT OF COLUMBIA, DEPARTMENT OF CORRE  Department of Corrections, D.C. Laundry List  HEALTH, EDUCATION, AND WELFARE, SOCIAL SI Application for Social Security Account Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return	Set Sheet Set (7 Pt.) CTIONS Pad (25 sets of 4)  ECURITY ADMIN Card  Pad (50) Sheet	W, F W W, F W USTRATION	(¹) GSA GSA P&O (Rec. Rm.) N SSA	240-1 226-7 250-3
Individual Terminal Report of FTS Intercity Data Transmission  GSA Reimbursable Work Authorization  ISTRICT OF COLUMBIA, DEPARTMENT OF CORRE  Department of Corrections, D.C. Laundry List  HEALTH, EDUCATION, AND WELFARE, SOCIAL SE  Application for Social Security Account Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return	Sheet  Set (7 Pt.)  CTIONS  Pad (25 sets of 4)  ECURITY ADMIN  Card  Pad (50)  Sheet	W W, F W, F	GSA  GSA  P&O (Rec. Rm.)  N  SSA	226-7
Data Transmission  GSA Reimbursable Work Authorization  ISTRICT OF COLUMBIA, DEPARTMENT OF CORRE  Department of Corrections, D.C. Laundry List  HEALTH, EDUCATION, AND WELFARE, SOCIAL SE  Application for Social Security Account Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return	Set (7 Pt.) CTIONS  Pad (25 sets of 4)  ECURITY ADMIN  Card  Pad (50)  Sheet	W, F  W  IISTRATION  W, F	P&O (Rec. Rm.)	250-3
Department of Corrections, D.C. Laundry List  HEALTH, EDUCATION, AND WELFARE, SOCIAL SE  Application for Social Security Account Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return	CTIONS  Pad (25 sets of 4)  ECURITY ADMIN  Card  Pad (50)  Sheet	W ISTRATION W, F	P&O (Rec. Rm.)	
Department of Corrections, D.C. Laundry List  HEALTH, EDUCATION, AND WELFARE, SOCIAL SE Application for Social Security Account Number  TREASURY DEPARTMENT Discount Date Expires Quarterly Federal Excise Tax Return	Pad (25 sets of 4)  ECURITY ADMIN  Card  Pad (50)  Sheet	W, F	(Rec. Rm.) N SSA	
HEALTH, EDUCATION, AND WELFARE, SOCIAL SE Application for Social Security Account Number  TREASURY DEPARTMENT Discount Date Expires Quarterly Federal Excise Tax Return	sets of 4)  ECURITY ADMIN  Card  Pad (50)  Sheet	W, F	(Rec. Rm.) N SSA	
Application for Social Security Account Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return	Card Pad (50) Sheet	W, F	SSA	323-1, 333-1
Number  TREASURY DEPARTMENT  Discount Date Expires  Quarterly Federal Excise Tax Return	Pad (50) Sheet	F	CS	323-1, 333-1
Discount Date Expires  Quarterly Federal Excise Tax Return	Sheet			
Quarterly Federal Excise Tax Return	Sheet			
	4	F	IRS	
Employer's Quarterly Federal Tax Return			1110	
	Sheet	F	IRS	247-2
U.S. Annual Information Return	Sheet	F	IRS	
U.S. Information Return	Sheet	F	IRS	
Undertaking of Indemnity—Substitute Check	Sheet	W, F	IRS	351-2
Authorization for Purchase of United States Savings Bonds	Sheet	W, F	PE	
Debit Voucher	Set (4 Pt.)	W, F	(2)	422-1
Report of Selected Balances for Stating Budget Results on the Accrual Basis Appropriation and Fund Accounts	Sheet	W	CS	7AR-215
Report of Selected Balances for Stating Budget Results on the Accrual Basis General, Special and Trust Fund Receipt Accounts	Sheet	w	CS	7AR-215
Statement of Unexpended Balances of Appropriations and Funds	Sheet	w	CS	
	Undertaking of Indemnity—Substitute Check  Authorization for Purchase of United States Savings Bonds  Debit Voucher  Report of Selected Balances for Stating Budget Results on the Accrual Basis Appropriation and Fund Accounts  Report of Selected Balances for Stating Budget Results on the Accrual Basis General, Special and Trust Fund Receipt Accounts  Statement of Unexpended Balances of	Undertaking of Indemnity—Substitute Check  Authorization for Purchase of United States Savings Bonds  Debit Voucher  Report of Selected Balances for Stating Budget Results on the Accrual Basis Appropriation and Fund Accounts  Report of Selected Balances for Stating Budget Results on the Accrual Basis General, Special and Trust Fund Receipt Accounts  Statement of Unexpended Balances of  Sheet	Undertaking of Indemnity—Substitute Check  Authorization for Purchase of United States Savings Bonds  Debit Voucher  Report of Selected Balances for Stating Budget Results on the Accrual Basis Appropriation and Fund Accounts  Report of Selected Balances for Stating Budget Results on the Accrual Basis General, Special and Trust Fund Receipt Accounts  Statement of Unexpended Balances of  Sheet  W, F  Sheet  W  Sheet  W  Sheet  W	Undertaking of Indemnity—Substitute Check  Authorization for Purchase of United States Savings Bonds  Debit Voucher  Report of Selected Balances for Stating Budget Results on the Accrual Basis Appropriation and Fund Accounts  Report of Selected Balances for Stating Budget Results on the Accrual Basis General, Special and Trust Fund Receipt Accounts  Statement of Unexpended Balances of  Sheet  W, F  PE  Sheet  W, F  CS  Sheet  W  CS  Sheet  W  CS  Sheet  W  CS

Order from local GSA building manager; if not available from GSA, order from Central Supply. Also available from GSA self-service stores. Field offices order from FM, Hyattsville; FM, Hyattsville, order from FM, Washington.

FORM NO.	EDITION	TITLE	UNIT OF ISSUE	USING OFFICE	ORDER FROM	AMS INSTRUCTION NO.
	Т	 REASURY DEPARTMENT, INTERNAL REVENUE	SERVICE			
IRS-2159		Agreement for Liquidation of Federal Tax		W, F	(1)	
W-2		Withholding Tax Statement	Set (3 Pt.)	F	(2)	446-1. 446-2. 448-1, 351-1, 353-1, 353-2
W-4	8-54	Employee's Withholding Exemption	Sheet	W, F	cs	446-1, 446-2, 353-1
TSF-7311		Employee's Withholding Certificate for City Taxes	Sheet	W, F	cs	
	D	EPARTMENT OF HOUSING, AND URBAN DEVEL FEDERAL HOME ADMINISTRATION	OPMENT,			
FHA-2496		Schedule of Closing Costs	Sheet	W, F	(3)	460-1
		LICOA OFFICE OF OPERATIONS		,		
00-215		USDA-OFFICE OF OPERATIONS  Telephone Directory Information				287-2
		(Organizational Revisions)				207-2
			1			
			1			

<sup>&</sup>lt;sup>1</sup>Field offices order from FM, Hyattsville; FM, Hyattsville, order from FM, Washington.
<sup>2</sup>Completed forms are furnished by National Finance Center.
<sup>3</sup>May be obtained on request from local area office of HUD where expenses occurred.

